

Corporate & Continuing Education Center

Expect
Excellence

WINTER 2015

Lean Six Sigma Green Belt Certificate

Transform your organization into
a leaner, more efficient business.

Select courses prepare
students for the ASQ Green
Belt Certification exam.

See page 13 for course listings.



CASCADIA
COLLEGE
BOTHELL

www.cascadia.edu/ccec

OUR MISSION

We develop and deliver training programs that enrich lives and promote individual, corporate, and community prosperity.

- Professional Development
- Small Business Acceleration
- Customized Training
- Personal Interest

BACHELOR OF ARTS IN MANAGEMENT (BAM)



Customizable education programs that lead toward a Bachelor of Arts in Management – Organizational Excellence Degree through a partnership between EvCC and City University of Seattle

JUMP START YOUR CAREER

- Receive up to 45 college credits for previous documented industry trainings and other classes
- Earn professional certificates first, and stack your education to earn your degree

Attend an information session to get started now!

See page 17 for details.

www.EverettCC.edu/BAM

Contact Corporate & Continuing Education Center

Corporate & Continuing Education Center office is located at:
2333 Seaway Boulevard, Everett, WA 98203.

Office Hours:

7am–7pm, Monday–Thursday | 7am–5pm, Friday | 8am–12pm, Saturday

Customer Service and Registration
learn@everetttcc.edu
425.267.0150

Customized Training
trainingsolutions@everetttcc.edu
425.267.0162

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Did You Know?

Cascadia College and EvCC's Corporate & Continuing Education Center have partnered together to offer courses and certificates to individuals who live and work in the cities of Bothell, Mill Creek, Woodinville, Kirkland, Redmond, and surrounding areas.

We have over 70 courses offered at Cascadia College located in Bothell this winter.

Individual courses and certificates are offered in the following topics:

- Aerospace & Manufacturing
- Business & Professional Development
- Computer & Information Technology
- Personal Interest

Bothell courses are listed throughout the schedule with a gray box. Below is an example of what a course looks like with two separate locations.

WordPress (1.2 CEUs)

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

ITEM #000-B01	J. MARIELETA	Bothell, CTC-211
3 Tuesdays	Jul. 15 - Oct. 29	5:30 - 9:30PM
ITEM #009-B01	J. MARIELETA	CLC-Everett, 125

This course is held at Cascadia College in Bothell.

This course is held at Everett Community College's Corporate & Continuing Education Center in South Everett.

It's easy to sign up for any course offered in Bothell or at Everett Community College

Online: www.EverettCC.edu/CCEC **Phone:** 425.267.0150 **In Person:** 2333 Seaway Blvd., Everett, WA 98203

There are no added costs for parking in either location!

www.EverettCC.edu/CCEC

Every effort is made to ensure that the information and fees in this publication are accurate. However, changes and corrections do occur. Therefore, the provisions of this publication are not to be construed as a contract between the student and Everett Community College Corporate and Continuing Education Center. The College reserves the right to change any provision, fee, rule, requirement, policy, deadline, or procedure whenever necessary. Changes may apply not only to prospective students, but also to those currently enrolled. Advance notification will be given to students whenever possible.

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Certificates & Certifications



Certificate Programs

- Electronics & Troubleshooting, page 6
- High Performance Management, page 12
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- Lean Six Sigma Green Belt, page 13
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Certifications

- Certified IPC Specialist (Soldering), page 5
- CPR for the Healthcare Provider, page 22
- Flagging & Traffic Control, page 22
- Personal Trainer, page 22

Attend a FREE information session

Contact our customer service team at learn@everettcc.edu or by calling (425) 267-0150 to register.

Aviation Ground School - Private Pilotpage 5

- Wednesday, January 7, 5:00 - 7:00PM, Everett

High Performance Management Certificatepage 12

- Monday, December 1, 2014, 6:00 - 7:30PM, Everett
- Tuesday, December 16, 2014, 6:00 - 7:30PM, Bothell
- Tuesday, March 10, 2015, 6:00 - 7:30PM, Bothell
- Monday, March 16, 2015, 6:00 - 7:30PM, Everett

Lean Six Sigma Green Belt Certificatepage 13

- Monday, December 15, 2014, 6:00 - 7:30PM, Bothell
- Wednesday, December 17, 2014, 6:00 - 7:30PM, Everett
- Tuesday, March 17, 2015, 6:00 - 7:30PM, Bothell
- Thursday, March 19, 2015, 6:00 - 7:30PM, Everett

SQL Server Developer Certificatepage 21

- Monday, January 5, 2015, 7:00 - 8:00PM, Bothell

Electronics & Troubleshootingpage 6

- Thursday, January 8, 5:00 - 6:00PM, Everett

Human Resources Management Certificatepage 10

- Tuesday, December 2, 2014, 6:00 - 7:30PM, Bothell
- Wednesday, December 10, 2014, 6:00 - 7:30PM, Everett
- Monday, March 9, 2015, 6:00 - 7:30PM, Everett
- Thursday, March 19, 2015, 6:00 - 7:30PM, Bothell

Project Management Certificatepage 15

- Wednesday, December 3, 2014, 6:00 - 7:30PM, Everett
- Tuesday, December 9, 2014, 6:00 - 7:30PM, Bothell
- Wednesday, March 11, 2015, 6:00 - 7:30PM, Bothell
- Wednesday, March 18, 2015, 6:00 - 7:30PM, Everett

Bachelor of Arts in Managementpage 17

- Monday, November 17, Noon - 12:30 *or* 5:30 - 6PM, Bothell
- Monday, December 15, Noon - 12:30 *or* 5:30 - 6PM, Everett

Aviation Ground School

FREE Information Session:

Aviation Ground School - Private Pilot

ITEM 9393-B453	O. NAAMI	CCEC - Everett, 238
1 Wednesday	Jan. 7	5:00 - 7:00PM

Aviation Ground School - Private Pilot (6.0 CEUs)

Concepts and practical applications to prepare student for beginning private pilot flight lessons or review. Course covers aerodynamics, weather, navigation, airport/airspace operations, communications and Federal Air Regulations. Certificate provided to take FAA written exam upon successful completion. Fee includes course book, text book, FAR's, AIM, Private Pilot test guide book, plotter, mechanical flight computer and chart. May qualify for Boeing Learning Together program. Fee: \$465

ITEM 9392-B453	O. NAAMI	CCEC - Everett, 238
20 Sessions T/Th	Jan. 20 - Mar. 26	10:00AM - 1:00PM

ITEM 9390-B453	O. NAAMI	CCEC - Everett, 238
20 Sessions T/Th	Jan. 20 - Mar. 26	5:00 - 8:00PM

Soldering and Inspection Certifications

Wire and Cable Harness Assembly with IPC/WHMA-A-620 Certification (4.0 CEUs)

This combined course will develop or enhance skills needed in the field of Mechanical Assembly and Cable Harness manufacturing. Course topics include cable and connector identification, crimping, interconnect requirements, splicing, wire preparation and tinning, cable dressing and retention, routing requirements, marking, identification, and cable testing. The IPC/

WHMA-A-620 certificate has become the most important process, materials and inspection standard for the cable and wire harness industry. Developed with support of the Wire Harness Manufacturer's Association, this standard has earned an international reputation as the source for end-product acceptance and includes lead free for terminal soldering criteria. The CIS Program provides individuals with a portable credential that represents their understanding of IPC/WHMA-A-620, and offers recognition, legitimacy and value throughout the electronics industry. Certification is valid for two years. This training focuses on what line workers, operators, inspectors and buyers need to know to inspect or make acceptance/rejection decisions for wire harness and cable assemblies. Fee: \$895

ITEM 9150-B453	K. KUHN	CCEC - Everett, 240
5 Saturdays	Feb. 21 - Mar. 21	8:00AM - 5:00PM

Lead Free Hands On Soldering Training and Assembly (1.6 CEUs)

This course is designed to provide basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40 % lecture and 60% hands-on exercises. Certificate granted upon successful completion of all modules. Each module includes comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$330

ITEM 9129-B453	K. KUHN	CCEC - Everett, 240
4 Sessions M/T/W/Th	Jan. 12 - Jan. 15	3:00 - 7:00PM

ITEM 9146-B453	K. KUHN	CCEC - Everett, 240
2 Saturdays	Jan. 31 - Feb. 7	8:00AM - 5:00PM

IPC-A-610E CIS Certification (2.4 CEUs)

This internationally-recognized certification to inspect completed printed circuit board assemblies is officially recognized by the Department of Defense and is often used as a prerequisite when hiring for positions in electronics manufacturing. Learn to determine what is an acceptable or defect condition on a printed circuit board. Additional topics include: tin lead and lead-free assembly processes, Plated Through Hole (PTH) and Surface Mount (SMT) Assemblies, and class 1, 2 & 3 levels of manufacturing. IPC Certification granted upon successful completion of the training. Certification is valid for two years. One copy of an IPC-A-610E Manual included. Fee: \$545

ITEM 9147-B453	K. KUHN	CCEC - Everett, 240
6 Sessions M/T/W/Th	Feb. 2 - Feb. 10	3:00 - 7:00PM

IPC J-STD-001 Certification (3.2 CEUs)

Certification in this industry-developed and approved hands-on training and certification program helps enhance employee skills and performance in high tech, aerospace and medical electronics manufacturing. The Certified IPC Specialist (CIS) program provides individuals with a portable credential that recognizes their soldering skills and understanding of this internationally recognized standard. Certification is valid for two years. Course fee covers: classroom and laboratory training, a written exam, skills evaluation, a copy of the standard and registered certification with IPC. Previous Soldering Experience or Certification class required. Fee: \$725

ITEM 9151-B453	K. KUHN	CCEC - Everett, 240
8 Sessions Daily	Jan. 20 - Jan. 29	3:00 - 7:00PM

ELECTRONICS & TROUBLESHOOTING CERTIFICATE



Gain short-term training in the field of Electronics & Troubleshooting.

Median pay for these careers is \$51,220 per year.

US DOL - BUREAU OF LABOR STATISTICS 2012-2022

See course listing on page 6.

Washington Association of Building Officials (WABO) Testing is available to welding program students and to the general public every Friday by appointment. You must schedule an appointment by calling 425-388-9096.



ELECTRONICS & TROUBLESHOOTING CERTIFICATE

Short-term training for high demand jobs.

- Professional Development
- Industry Certification
- Flexible schedules to meet your needs

Electronics & Troubleshooting Certificate

Certificate requires completion of 170 course hours:

REQUIRED COURSES (146 hours)	HOURS
Basic Electronics & Troubleshooting	72
Intermediate Electronics & Troubleshooting	40
Lead Free Hands On Soldering Training & Assembly	16
Network Fundamentals	18

ELECTIVE COURSES (24 hours)

For currently offered elective courses view our website

Students can work towards entire certificate
or take classes individually.

ATTEND A FREE INFORMATION SESSION

Thursday, January 8, 5:00 - 6:00PM, CCEC-Everett

For more information, go to
www.everettcc.edu/aerospace

Questions about the program?
Contact Customer Service at (425) 267-0150
or learn@everettcc.edu

Electronics & Troubleshooting Certificate

Basic Electronics and Troubleshooting (7.2 CEUs)

In this intensive hands-on training students will develop the skills and knowledge needed for troubleshooting electronic systems. Emphasis will be on component and circuit operations as well as analysis and documentation. The course is divided into two modules. The first provides a fundamental knowledge of electronic components, circuits and testing. The second covers the techniques for analyzing and repairing failures in electronic equipment and systems. Topics include safety, signal tracing and troubleshooting methodology. Fee: \$1375

ITEM 9152-B453	R. SUNGA	CCEC - Everett, 240
18 Sessions M/T/W/Th	Jan. 20 - Feb. 19	9:00AM - 1:00PM
ITEM 9153-B453	R. SUNGA	CCEC - Everett, 240
18 Sessions M/T/W/Th	Feb. 11 - Mar. 16	3:00 - 7:00PM
No class February 16.		

Intermediate Electronics and Troubleshooting (4.0 CEUS)

This intensive hands-on training is designed to build on the skills learned in the Basic Electronics and Troubleshooting class. Emphasis will be on understanding and broadening the use of equipment (DMM, function generators, bench top power supplies, oscilloscopes) to troubleshoot, test and align circuits and equipment. Topics include: analysis and troubleshooting techniques for AC and DC power conversion and electro-mechanical interface circuits and electronic sensors. Prerequisite: successful completion of Basic Electronics and Troubleshooting or similar experience. Fee: \$1200

ITEM 9124-B453	K. KUHN	CCEC - Everett, 240
10 Sessions M/T/W/Th	Mar. 17 - Apr. 1	9:00AM - 1:00PM

Lead Free Hands On Soldering Training and Assembly (1.6 CEUS)

This course is designed to provide basic knowledge needed for entry-level opportunities in the electronics manufacturing industry including new hire training. Topics include an introduction to basic electronic assembly including mechanical assembly, safety & ESD, component identification, common industry terms and definitions and basic hand soldering skills development. Course is 40 % lecture and 60 % hands-on exercises. Certificate granted upon successful completion of all modules.

Each modules include comprehensive testing and grading of workmanship skills. A soldering kit will be completed in class. Fee: \$330

ITEM 9129-B453	K. KUHN	CCEC - Everett, 240
4 Sessions M/T/W/Th	Jan. 12 - Jan. 15	3:00 - 7:00PM
ITEM 9146-B453	K. KUHN	CCEC - Everett, 240
2 Saturdays	Jan. 31 - Feb. 7	8:00AM - 5:00PM

Network Fundamentals (1.8 CEUS)

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARNet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

ITEM 8836-B453	N. DEVOGEL	CCEC - Everett, 109
3 Sessions Th/F/Sa	Feb. 26 - Feb. 28	9:00AM - 3:45PM

A&P Test Preparation

Written Knowledge Test Preparation (1.0 CEUs)

This license test preparation training program prepares you to test for an FAA Mechanic's Certificate with an Airframe, Powerplant or A&P rating. This course is a computer-guided Written Knowledge Test (WKT) Prep course. Fee: \$145

ITEM 9158-B453	STAFF	CCEC - Everett, 126
2 Sessions T/W	Feb. 17 - Feb. 18	3:30 - 7:30PM

This is a computer guided course in a computer lab

Airframe — Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495	ITEM 9160-B453	STAFF	Aviation - PFC, 8008
3 Sessions M/T/W	Mar. 2 - Mar. 4		3:30 - 7:30PM

General Knowledge — Oral and Practical Exam Preparation (1.2 CEUs)

Fee: \$495	ITEM 9159-B453	STAFF	Aviation - PFC, 8008
3 Sessions M/T/W	Feb. 23 - Feb. 25		3:30 - 7:30PM

Powerplant — Oral and Practical Exam Preparation (2.0 CEUs)

Fee: \$495	ITEM 9161-B453	STAFF	Aviation - PFC, 8008
4 Sessions M/T/W/Th	Mac. 9 - Mar. 14		3:30 - 5:00PM
Saturday's class is 8:00am-5:00pm. This class is a practical knowledge lab.			

Manufacturing Operations Management

Inventory Management Essentials (3.0 CEUs)

The APICS Principles of Inventory Management will impart an operational knowledge and understanding of inventory management principles and techniques, roles and responsibilities, and the impact that inventory can have on a business. This is the recommended starting point for the Managing Operations Certification Program. Required Workbook: *Principles of Inventory Management Participant Workbook v2.0*. Workbook can be ordered through APICS, www.apics.org, or call: 1-800-444-2742. Fee \$1325

ITEM 9855-B453 W. LATHAM CCEC - Everett, 239
8 Sessions M/T/W/Th Jan. 5 - Jan. 15 2:30 - 6:15PM

Principles of Operations Planning (3.0 CEUs)

The APICS Principles of Operations Planning course imparts a fundamental knowledge and understanding of the basic inventory planning principles and techniques that are used at each level in the planning process, from strategic to tactical. Recommended Prerequisite: Inventory Management Essentials. Required Workbook: *Principles of Operations Planning Participant Workbook*. Workbook can be ordered through APICS, www.apics.org, or call: 1-800-444-2742. Fee \$1325

ITEM 9856-B453 W. LATHAM CCEC - Everett, 239
8 Sessions M/T/W/Th Jan. 20 - Jan. 30 2:30 - 6:15PM

ELECTIVE COURSES

Managing Small Projects (.6 CEUs)

See page 16 for course description and details.

Root Cause and Analysis (.6 CEUs)

See page 14 for course description and details.

Basic Statistics (1.2 CEUs)

See page 13 for course description and details.

Lean Six Sigma Foundations (1.8 CEUs)

See page 13 for course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 12 for course description and details.

Project Team Management (1.5 CEUs)

See page 15 for course description and details.

CATIA v5

CATIA V5 Boot Camp (2.5 CEUs)

Obtain the fundamentals of CATIA V5 in four days in the "hybrid" training method that combines instructor-led sessions with web-based training. You will meet over two weekends in classroom with an instructor. Supplement your in class sessions with access to the online simulation software. Boot Camp includes the first five classes recommended for those new to CATIA:

- Intro to CATIA V5
- Assembly Design Fundamentals
- Sketcher and Auto-Constraints
- Part Design Fundamental
- Part and Product Integrations

Students enrolled in the Boot Camp will receive two years of access to the online simulation. Fee: \$2945

ITEM 8915-B453	K. RILLOS	CCEC - Everett, 109
4 Sessions Sa/Su	Jan. 31 - Feb. 8	8:00AM - 2:30PM
ITEM 8910-B453	K. RILLOS	CCEC - Everett, 109
4 Sessions Sa/Su	Mar. 7 - Mar. 15	8:00AM - 2:30PM

CATIA V5 Online "Package" (4.0 CEUs)

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll and start a class at any time. You have 90 days to complete the five course package and 21 days to complete an individual course.. If you are new to CATIA you may wish to enroll in this "Online Package" which includes the first five classes, for a saving of \$200! Fee: \$1875

ITEM 8923-B453 K. RILLOS ONLINE COURSE

CATIA V5 Introduction To CATIA (.8 CEUs)

This course familiarizes the student with the organization of CATIA V5. The student will learn how to search for information in the CATIA V5 environment using the On-Line Documentation. The student will learn to use the tools needed to examine, graphically manipulate and annotate objects for analysis. Solid model and assembly (parts and products) functions such as Tools+Customize, Edit+Links, Scan, and Renamed Views will be used frequently. After this course, students will have a solid foundation for later courses and exercises. Fee: \$415

ITEM 8930-B453 K. RILLOS ONLINE COURSE

CATIA V5 Assembly Design Fundamentals (.8 CEUs)

This course provides the designer with the tools needed to create and manage assemblies and sub-assemblies in CATIA V5. Topics include introduction to Assembly Design, Assembling Components, Flexible Assemblies, Analyzing and Modifying an Assembly, Designing in Context, Inserting parts from the Catalog Browser, and Properly saving Products (Assemblies) in the CATIA environment. Fee: \$415

ITEM 8931-B453 K. RILLOS ONLINE COURSE

Meet Your Instructor



Rodell Sunga
Electronics Instructor

• Basic Electronics and Troubleshooting pg. 6

Rodell Sunga is a 20 year veteran of the U.S. Coast Guard who retired as a Chief Electronics Technician. He taught 4 years of basic electronics to many Coast Guard personnel aspiring to become an electronics technician or telephone technician. Rodell was instrumental in helping revise the Coast Guard basic electronics course for the Coast Guard Training Center in Petaluma, CA. In addition to teaching basic electronics, Rodell also taught maintenance, troubleshooting, and repair of Coast Guard communication and navigation systems.

CATIA V5 Sketcher & Auto-Constraints (.8 CEUs)

This course provides the student with the tools needed to build simple and complex profiles in the sketcher workbench of CATIA V5. Users will learn generic processes for auto and manually constraining profiles. The students will gain an understanding of the general concepts of and best process for fully constraining a profile. The student will learn how profiles affect Part Design and Generative Shape design workbenches

Fee: \$415

ITEM 8932-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Part & Product Integration (.8 CEUs)

This course expands the student's understanding of parts and assemblies as they pertain to the CATIA product hierarchy. CATIA V5's basic product philosophy mandates a mono-detail dataset rule. This is to say that a single document should contain only one detail level part design; Part Design, Generative Shape Design or Wireframe and Surface Design product. Students will learn important tools and techniques for working with product hierarchy.

Fee: \$415

ITEM 8934-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Drafting Fundamentals (.8 CEUs)

This course provides the designer with an in-depth understanding of drafting in CATIA V5. The course covers drafting view creation, text, dimensions, GT&T, title block and border creation, the filtering of drawing assembly views, inserting a bill of materials, importing dimensions from Sketcher, how to properly save and print new drawings. Flatten out (Unfold) a Sheet Metal Part onto a drawing, and Customize Default Values. Fee: \$415

ITEM 8935-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Assembly Design Advanced (.8 CEUs)

This course continues from where the Assembly Design Fundamentals course left off. Topics include: Managing the Catalog Browser, Searching for and Inserting Parts from the Catalog Browser, Learn how to use the Assembly features Toolbar, Inserting existing Products (Sub Assemblies) into the Product, Learn how to use the Constraint Creation Toolbar, Create Stored Scenes for the purpose of "filtering off" parts and assemblies, Analyzing assemblies for interfaces and clearances and material properties, Properly saving New Products, Sub-Assemblies and Parts. Fee: \$415

ITEM 8938-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Wireframe Fundamentals (.8 CEUs)

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (Points, Lines, Planes, Axes Systems, Splines, Connect Curves, and Curve Analysis within the Wireframe and Surface Design Workbench) are demonstrated and explained. Fee: \$415

ITEM 8930-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Introduction To Surfacing (.8 CEUs)

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids, but many times are used for defining contoured areas in space as stand-alone entities. Students will learn how to create extruded, loft, swept and revolution surfaces. Fee: \$415

ITEM 8936-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Surfacing Operations (.8 CEUs)

Surfaces are usually not complete unless operations are performed to finalize them. Operations include Join, Extrapolate, Boundary, Trim and Split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course will expand on the students' knowledge of surfaces by employing operations to create final surfaced products. Fee: \$415

ITEM 8937-B453

K. RILLOS

ONLINE COURSE

CATIA V5 Functional Tolerance And Annotation - Online (.8 CEUs)

One of the most desirable goals for any industry (let alone the engineering industry) is to become a paperless environment. This course will take students one step closer to that concept by demonstrating how text and geometrical dimensioning and tolerancing (GDT) can be applied to solid geometry in space. 2 dimensional support planes are added followed by the necessary annotation to support production without the need to generate drawings. Prerequisites: V5 Assembly Design Fundamentals, Part Design Fundamentals and Wireframe Fundamentals. Fee: \$415

ITEM 8939-B453

K. RILLOS

ONLINE COURSE

ONLINE LEARNING

No time for a regular class schedule?

No Problem.

We have you covered.

ONLINE NON-CREDIT CLASSES \$109

Can't make it to class on a regular schedule? In collaboration with Ed2Go, EvCC's Corporate & Continuing Education Center now offers a wide variety of non-credit classes online. The courses are taught by instructors who are famous for their ability to create warm and supportive learning communities, plus are affordable, fun, fast and convenient! For a full list of course titles and descriptions, visit the class web site:

www.ed2go.com/everett
and select "Courses."

While visiting the web site, test drive a free sample class by selecting "demo" on the landing page!

How Online Classes Work:

Each course costs \$109 and is six weeks in length. Each class has a set beginning and end date. You have two class sessions to choose from for each quarter:

Dec 10 - Jan 23

Jan 21 - Feb 27

Bookkeeping Basics (.6 CEUs)

This course is designed as an overview of key concepts, bookkeeping practices, and terminology that will help you better utilize bookkeeping software (i.e.: QuickBooks, Peachtree, and others). Topics include the accounting cycle, starting with an introduction of basic accounting terms and record keeping rules. You will be introduced to double-entry accounting (debits and credits); cash versus accrual accounting; chart of accounts and ledgers; and accounts receivable and accounts payable accounting. You'll also review financial statements (profit and loss, and balance sheet), how to avoid fraud and embezzlement, and business entity types. Bring notepad and pen. Fee: \$190

**ITEM 8904-B453 D. FRANZ CCEC - Everett, 218
2 Wednesdays Jan. 21 - Jan. 28 5:00 - 8:00PM**

QuickBooks Essentials (.9 CEUs or 9 CPEs)



QuickBooks is designed to help improve your business productivity by saving you time and money. Learn to manage customers and vendors while gaining hands-on experience with invoicing, receiving and depositing payments, entering bills, and writing checks. Reconcile your bank and credit card statements and explore basic reports and financial statements. Textbook/desk reference included (\$90 value). Prerequisite: Proficiency with navigating Windows, drop-down menus, the keyboard and mouse. Recommended prerequisite: Bookkeeping Basics. Textbook and course instruction based on QuickBooks 2013. Fee: \$298

**ITEM 8963-B453 D. FRANZ CCEC - Everett, 125
3 Wednesdays Feb. 4 - 18 5:00 - 8:00PM**

ADDED ELECTIVES for CERTIFICATE PROGRAMS

High Performance Management, Human Resources, Lean Six Sigma Green Belt & Project Management:

Communicating with Impact page 14

Managing Priorities and Time page 18

Proactive Planning & Problem Solving page 18

Team Collaboration page 18

Presentation Skills Essentials page 9

Understanding Budgets (.9 CEUs)

The course focuses on how to build budgets from company financial data, analyze and project the budget results, and incorporate the forecasts into the company bottom line. It is designed for participants seeking to understand basic budgeting concepts, processes and tools. Those new to the topic will receive an overview and introduction to budgeting. For participants with budgeting experience, it provides an opportunity to review and refine previously learned skills. Real life examples, participant experiences and questions are welcomed and encouraged to be shared for discussion and analysis. Required textbook: see website. Fee: \$255

**ITEM 8904-B453 D. THOMPSON CCEC - Everett, 239
3 Tuesdays Mar. 2 - Mar. 16 6:00 - 9:00PM**

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

Learn how to read, prepare, and analyze income statements, balance sheets, and statement of cash flows to make sound financial decisions, allocate resources, and accurately budget expenses. Acquire a financial toolkit that you can use for real-world situations. Course content includes: financial statement analysis, budgeting/planning, ratio analysis, return on investment (ROI), audits, fraud, and reflection on the post-Enron era. Required textbook: see website. Fee: \$370

**ITEM 8905-B453 J. DAS CCEC - Everett, 218
5 Tuesdays Jan. 3 - Feb. 10 6:00 - 9:00PM**

**ITEM 8961-B453 J. DAS CCEC - Bothell, CC1-021
5 Thursdays Feb. 9 - Mar. 19 6:00 - 9:00PM**

Business Communications

Presentation Skills Essentials (1.2 CEUs)



Speak up and present yourself and your ideas confidently. This workshop is designed for anyone in the public eye: business owners, sales staff, trainers, executives, managers, decision makers. Discover how to reduce "stage fright," plan for any audience, use voice and body language techniques, PowerPoint, be persuasive, write speeches, tell stories, lead Q & A sessions with finesse, and handle disagreement. You'll receive video-taped practice speaking and personal coaching for improvement. Fee: \$375

**ITEM 8956-B453 M. BUSCHMOHLE CCEC - Everett, 110
4 Wednesdays Feb. 18 - Mar. 11 6:00 - 9:00PM**

Meet Your Instructor

Michael Buschmohle
Communications Instructor

• Presentation Skills Essentials pg. 9

President, Applause Associates, he trains speakers around the world—from nervous beginners to corporate CEOs, for Chinese airline personnel to a Miss America finalist and a Chief Justice of the Washington State Supreme Court. Author, artist, speech writer, media coach (whose clients have been on Oprah, Good Morning America and the Today Show), he has videotaped more than 16,000 presentations. Speech clients include Boeing, Microsoft, City of Seattle, United Way, Boys & Girls Clubs and the FAA. A past hospital HR specialist, he's also a former Catholic priest and retreat master.

"I was able to see and understand how simple little things can greatly impact a presentation. I've learned to present well at meetings with peers, customers, and employees. The information has given me confidence on how to prepare and present information." — Michael S.

CERTIFICATE PROGRAMS



HUMAN RESOURCES MANAGEMENT CERTIFICATE

Take charge of your future.

- Learn practical skills you can apply tomorrow
- Instructors are current experts in the field of HR
- Courses count toward PHR® and SPHR® recertification Guide
- Evening classes designed for working professionals

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (78 hours)	HOURS
Human Resources Essentials	9
Employment Law	12
Talent Management - Finding and Keeping the Best	12
Managing Employee Performance	12
Total rewards	12
HR Systems and Metrics	12
HR Certificate Capstone	9

ELECTIVE COURSES (21 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

- Tuesday, December 2, 6:00 - 7:30PM, Bothell
Wednesday, December 10, 6:00 - 7:30PM, Everett
Monday, March 9, 6:00 - 7:30PM, Everett
Thursday, March 19, 6:00 - 7:30PM, Bothell

For more information, go to www.everettcc.edu/Hrcert
Questions about the program?
Contact Customer Service at (425) 267-0150



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.

Human Resources Management

Human Resources Essentials (.9 CEUs)

This foundation class introduces the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession, learn the competencies required to be successful as an HR practitioner, and acquire information on HR industry certifications. This is the recommended starting point for the HR Certificate Program. Required textbook can be purchased at the EvCC Bookstore (Robert L. Mathis and John H. Jackson, Human Resource Management, Publisher: South Western College Publishing; 13th edition ISBN: 978-0538453158 or 14th Edition ISBN: 978-1-133-95310-4). Fee: \$185

ITEM 9078-B453	C. MALONE, SPHR	CCEC - Everett, T16
3 Mondays	Jan. 12 - Feb. 2	6:00 - 9:00PM
No Class January 19.		
ITEM 9063-B453	M. SUMMERS, SPHR	CCEC - Bothell, CCI-421
3 Thursdays	Jan. 22 - Feb. 5	6:00 - 9:00PM

Employment Law (1.2 CEUs)

The legal landscape for human resources is complex and ever-changing. Navigate the myriad of laws governing the employment relationship including discrimination, compensation, benefits, labor relations, and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations. Recommended prerequisite: HR Essentials. Fee: \$225

ITEM 9079-B453	L. ROBBINS, SPHR	CCEC - Bothell, CCI-021
4 Tuesdays	Feb. 10 - Mar. 3	6:00 - 9:00PM

Talent Management:

Finding and Keeping the Best (1.2 CEUs)

Finding and keeping talented employees is a key to the success of any organization. Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent. Prerequisite: Human Resources Essentials. Fee: \$225

ITEM 9080-B453	C. MALONE, SPHR	CCEC - Everett, T16
4 Wednesdays	Feb. 4 - Feb. 25	6:00 - 9:00PM

Managing Employee Performance (1.2 CEUs)

Drive high performance by supporting and motivating employees to do their best work. Learn how to develop and administer a performance management system; manage complaints and conflicts; implement progressive discipline, and navigate the termination process while protecting employee rights. This course has been approved for 12 (General) recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Fee: \$225
ITEM 9068-B453 M. SUMMERS, SPHR CCEC - Bothell, CCI-041
4 Thursdays Feb. 12 - Mar. 5 6:00 - 9:00PM

Total Rewards (1.2 CEUs)

Employee compensation and benefits often represent an organization's greatest expense. Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits. Prerequisite: Human Resources Essentials. Fee: \$225
ITEM 9082-B453 E. DIRKES, SPHR CCEC - Everett, T10
4 Mondays Feb. 9 - Mar. 9 6:00 - 9:00PM
No Class February 16.

HR Systems and Metrics (1.2 CEUs)

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. The basics of HR Information management systems; record keeping requirements for HR; selecting and implementing a new HRIS; HR metrics calculating; and researching HR issues on the Internet are all covered. Enrollment dependent upon successful completion of other core courses (sans capstone). Required textbook can be purchased from Amazon.com: "Practical Guide to Human Resource Information Systems" by Satish Badgi, ISBN number: 978-8120345294 Fee: \$240
ITEM 9063-B453 C. MALONE, SPHR CCEC - Everett, T17
4 Tuesdays Jan. 6 - Jan. 27 6:00 - 9:00PM

CERTIFICATE PROGRAMS

Human Resources Certificate Capstone (.9 CEUs)

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. You'll apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution. Prerequisites: Completion of the core classes in the Human Resources Certificate Program. Fee: \$175

ITEM 9084-B453 C. MALONE, SPHR CCEC - Everett, T16
3 Thursdays Jan. 29 - Feb. 12 6:00 - 9:00PM

HUMAN RESOURCES MANAGEMENT CERTIFICATE ELECTIVES

Employee Training and Development (.6 CEUs)

Most HR professionals will be involved at some level in employee training and development. Learn about the theory of adult learning; how training and development differ; conducting a needs analysis to determine training needs; developing training and/or managing external training vendors; and evaluating training effectiveness. This highly interactive class will include exercises that students can take back and use immediately within their organizations. Prerequisite: HR Essentials. Fee: \$140

ITEM 9086-B453 E. DIRKES, SPHR CCEC - Everett, T10
2 Tuesdays Feb. 3 - Feb. 10 6:00 - 9:00PM

Safety and Security (.9 CEUs)

Under OSHA, organizations have a legal requirement to provide a safe and healthy working environment for employees. This course will cover the various legal requirements involving safety, health and security; the basics of worker's compensation; effective ways to manage safety; steps in instituting a workplace violence program; and methods for disaster preparation and recovery planning. Prerequisite: Human Resources Essentials. Fee: \$170

ITEM 9087-B453 C. MALONE, SPHR CCEC - Bothell, TBS
3 Thursdays Feb. 26 - Mar. 12 6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 16 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 9 for course description and details.

High Performance Management Essentials (1.5 CEUs)

See page 12 for course description and details.

Understanding Budgets (.9 CEUs)

See page 9 for course description and details.

Recruitment and Retention: Becoming the Employer of Choice (.9 CEUs)

Want to make your organization an employer of choice? In this course you'll learn the basics of employment branding to make your organization stand out in the recruiting arena, and how that same branding can lower your turnover rate and retain your best people. We'll look at some of the best branded companies and see how you can apply their process to your organization. We'll also look at defining your corporate culture and building a culture of engagement and inclusion. Prerequisite:

Talent Management: Finding and Keeping the Best and/or previous HR experience. Fee: \$175
ITEM 8999-B453 L. ROBBINS, SPHR CCEC - Bothell, CCT-R21
3 Wednesdays Jan. 14 - Jan. 28 6:00 - 9:00PM

Personnel Issues:

Tips and Tools (.6 CEUS)

Working through personnel issues is a key component of working in Human Resources. One of HR's main tasks is to help supervisors and managers deal with difficult employee behavior. In this two-night class we'll look at some of the more difficult types of behavior supervisors face, including passive/aggressive behavior, gossip, interpersonal conflicts, etc. Prerequisite: Managing Employee Performance and/or previous HR experience. Fee: \$150
ITEM 8999-B453 C. MALONE, SPHR CCEC - Bothell, CCT-35B
2 Tuesdays Mar. 10 - Mar. 17 6:00 - 9:00PM

Communicating with Impact (.6 CEUs)

See page 14 for course description and details.

Team Collaboration (.6 CEUs)

See page 18 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 18 for course description and details.

Proactive Planning and Problem-Solving (.6 CEUs)

See page 18 for course description and details.

Presentation Skills Essentials (1.2 CEUs)

See page 9 for course description and details.

Are you ready?
Have you heard?
Interested in HR?

Bring your lunch and come for a free roundtable discussion about the world of HR and new information about HR credentials this year.

Tuesday, January 13, 2015 at Noon

EvCC's Corporate & Continuing Education Center
2333 Seaway Blvd Everett, WA 98203

Pre-registration required:
please call 425-267-0150 or visit
www.everettcc.edu/ccecc

NEW HUMAN RESOURCES MANAGEMENT CLASSES



Recruitment and Retention: Becoming the Employer of Choice (follow up class to Talent Management)

See page 11 for more details

Personnel Issues – Tips and Tools

(follow up class to Managing Employee Performance)

See page 11 for more details

Enroll now by calling 425-267-0150 or visit www.everettcc.edu/hrcert

CERTIFICATE PROGRAMS



HIGH PERFORMANCE MANAGEMENT CERTIFICATE

Learn to improve your people, processes and profits.

- Lead others with confidence and purpose
- Develop a culture of performance
- Acquire practical financial knowledge and skills for a business environment
- Prepare to test for the ASQ Certification in CMO/CE

Certificate requires completion of 124 required and elective course hours:

REQUIRED CORE COURSES (84 hours) HOURS

High Performance Management Essentials	15
Introduction to Performance Excellence	15
Financial Intelligence for Non-Financial Managers	15
Next Level Leadership	24
High Performance Management Cert. Capstone	15

ELECTIVE COURSES (40 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Monday, December 1, 6:00 - 7:30PM, Everett

Tuesday, December 16, 6:00 - 7:30PM, Bothell

Tuesday, March 10, 6:00 - 7:30PM, Bothell

Monday, March 16, 6:00 - 7:30PM, Everett

For more information, go to

www.everetttcc.edu/MgmtCert

Questions about the program?

Contact Customer Service at (425) 267-0150

or learn@everetttcc.edu

High Performance Management

High Performance Management Essentials (1.5 CEUs)

Learn how to manage in today's competitive global environment. From problem definition to developing a plan of action, explore best practice approaches to decision making, time management, project success, managing risk and opportunity, competitive advantage, team management, compliance, diversity—and fitting it all together to achieve organizational goals. Required textbook: The Certified Manager of Quality/Organizational Excellence Handbook, third edition, ISBN 978-0-87389-678-8. Books can be ordered through American Society for Quality www.asq.org or call 800-248-1946. Fee: \$355

ITEM #9057-B453	A. SUCIU	CCEC - Bothell, CCEC-358
5 Mondays	Jan. 12 - Feb. 23	6:00 - 9:00PM
No class January 19 and February 16.		

Introduction to Performance Excellence (1.5 CEUs)

Learn tools, techniques, and approaches to consider when managing quality, both in traditional projects as well as in improving business processes. Understand the benefits of Six Sigma, Lean Manufacturing, Root Cause Analysis, and Theory of Constraints and determine which approach is best to use in any situation. Prerequisites: Basic proficiency with MS Word and Excel recommended. Fee: \$355

ITEM #9030-B453	N. NAVARRO, MBA	CCEC - Everett, 138
2 Mon/3 Wed	Jan. 12 - Jan. 28	6:00 - 9:00PM
No class January 19.		

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 9 for course description and details.

HIGH PERFORMANCE MANAGEMENT CERTIFICATE ELECTIVES

Lean Practices Overview (.35 CEUs)

See page 13 for course description and details.

Lean Six Sigma Green Belt - Foundations (1.8 CEUs)

See page 13 for course description and details.

Project Management Essentials (1.5 CEUs)

See page 15 for course description and details.

Project Risk Management Essentials (.9 CEUs)

See page 16 for course description and details.

Microsoft Project For Project Managers (1.5 CEUs)

See page 15 for course description and details.

Project Team Management (1.5 CEUs)

See page 15 for course description and details.

Managing Employee Performance (1.2 CEUs)

See page 10 for course description and details.

Root Cause Analysis and Investigation (.6 CEUs)

See page 14 for course description and details.

Understanding Budgets (.9 CEUs)

See page 9 for course description and details.

Communicating with Impact (.6 CEUs)

See page 14 for course description and details.

Team Collaboration (.6 CEUs)

See page 18 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 18 for course description and details.

Proactive Planning and Problem-Solving (.6 CEUs)

See page 18 for course description and details.

Presentation Skills Essentials (1.2 CEUs)

See page 9 for course description and details.



LEAN SIX SIGMA GREEN BELT CERTIFICATE

Transform your organization into a leaner, more efficient business.

- Gain knowledge and skills to participate in and lead continuous improvement projects
- Prepare for the ASQ Green Belt Certification exam

Certificate requires completion of 120.5 required and elective course hours:

REQUIRED CORE COURSES (87.5 hours) HOURS

Lean Practices Overview	3.5
Basic Statistics for Continuous Improvement	12
Lean Six Sigma Green Belt-Foundations	18
Lean Six Sigma Green Belt-Advanced	18
Managing Small Projects	6
Project Team Management	15
Lean Six Sigma Project Capstone	15

ELECTIVE COURSES (33 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Monday, December 15, 6:00 - 7:30PM, Bothell

Wednesday, December 17, 6:00 - 7:30PM, Everett

Tuesday, March 17, 6:00 - 7:30PM, Bothell

Thursday, March 19, 6:00 - 7:30PM, Everett

For more information, go to www-everettcc.edu/LeanSixSigma

Questions about the program?

Contact Customer Service at (425) 267-0150

or learn@everettcc.edu

Lean Six Sigma Green Belt

Lean Practices Overview (.35 CEUs)

This class provides participants with a basic understanding of Lean principles, and how they are applied to the workplace. Lean is a systematic management approach designed to improve the production process, and enhance the method of providing a product or service to a customer in the shortest time at the lowest cost. Lean focuses on reducing or eliminating the eight types of waste, which commonly account for 95 percent of the total process time. Course content provides an introduction to the Lean system, including Lean tools such as: Just in time, Kanban, Standard Work, 5s and 5 Whys. Class is taught by a Six Sigma Black Belt instructor. Fee: \$105

ITEM 9883-B453	E. STEWART, PMP	CCEC - Bothell, CCT-041
1 Tuesday	Jan. 13	5:00 - 8:30PM

Basic Statistics for Continuous Improvement (1.2 CEUs)

Many students wanting to improve their process improvement skills using the Six Sigma methodology can become intimidated by the math and statistics required by this data analysis tool. This course will provide high-level, hands-on training of how statistics are used in Six Sigma, including what statistics are, how they are generated and interpreted, how they are used in process control, how they are used to compare before and after process improvements, and how they are shown using graphs and charts. Very basic algebraic equations will be reviewed as needed to provide the context for the statistical introduction. Bring a basic electronic calculator to class. Required textbook: Mark J. Kiemele, Stephen R. Schmidt, and Ronald J. Berdine, *Basic Statistics: Tools for Continuous Improvement*, ISBN: 978-1880156063. Course taught by a Six Sigma Master Black Belt. Fee: \$290

ITEM 9884-B453	N. NAVARRO, MBA	CCEC - Bothell, CCT-041
2 Saturdays	Jan. 24 - Jan. 31	9:00AM - 3:30PM

Lean Six Sigma Green Belt - Foundations (1.8 CEUs)

A practical approach to Six Sigma. Learn best practice approaches that can be applied immediately in your work and build a foundation for further understanding and development in the area of work process improvement. Learn the DMAIC (Define, Measure, Analyze, Improve and Control) approach to process improvement projects and the applicable tools and techniques. Understand quality principles and systems, strategy, process management, lean principles in the organization, team management and best practices for continuous improvement. This course covers a foundation of learning applicable to the American Society for Quality (ASQ) Body of Knowledge for Six Sigma Green Belt (SSGB) certification. Required textbook is available at the EvCC bookstore, from American Society for Quality (www.asq.org), or from other online retailers (Munro, Rod, et.al, *The Certified Six Sigma Green Belt Handbook*, ASQ Press, ISBN 978-0873689698). Class is offered in partnership with Ceparta and is taught by Ceparta Six Sigma Black Belt instructor. Fee: \$380

ITEM 9012-B453	C. LINDSTROM	CCEC - Everett, 218
5 Mondays	Feb. 2 - Mar. 9	6:00 - 9:00PM
No class February 16.		
ITEM 9165-B453	C. LINDSTROM	CCEC - Bothell, CCT-358
5 Wednesdays	Feb. 18 - Mar. 14	6:00 - 9:00PM

Managing Small Projects (.6 CEUs)

See page 16 for course description and details.

Project Team Management (1.5 CEUs)

See page 15 for course description and details.

Lean Six Sigma Green Belt Capstone (1.5 CEUs)

The project is designed for the students in the Lean Six Sigma Green Belt certificate program who have completed the Six Sigma Green Belt Foundations and Six Sigma Green Belt Advanced courses. No matter what sector your organization works in, this approach provides a valuable framework for understanding and running six sigma projects. This course provides an opportunity for participants to become familiar and fine tune their understanding of running six sigma projects. Fee: \$345

ITEM 9018-B453	C. LINDSTROM	CCEC - Everett, 109
5 Thursdays	Jan. 8 - Feb. 5	6:00 - 9:00PM

CERTIFICATE PROGRAMS

Meet Your Instructor



Eric Stewart

Lean Six Sigma Black Belt

• Project Team Management

pg. 15.

• Lean Practices Overview

pg. 13

Eric Stewart is a Lean Six Sigma Black Belt for Operational Excellence at Providence Health and Services. Eric has been on staff with Providence since 2011 and obtained his PMP in 2010. Eric has managed projects in healthcare, IT, legal and aerospace for the last 21 years. Most of his experience in project management came from 10 years at IDX/GE Healthcare, implementing enterprise level EMRs (electronic medical records) in major hospital systems across the US and in the UK. Eric also taught and contributed to the curriculum for "PM Skills for Life", a course for non-PMs sponsored by PMIEF (Project Management Institute Education Foundation). Eric is also an Instructor for PMU (Project Management University) at Providence Health and Service, which is sponsored by the Enterprise Information Services PMO.

LEAN SIX SIGMA GREEN BELT CERTIFICATE ELECTIVES

High Performance Management Essentials (.5 CEUs)

See page 12 for course description and details.

Root Cause Analysis and Investigation (.6 CEUs)

Learn the foundational tools required in any process improvement approach. Organizations often focus on symptoms of problems rather than seeking out the true root causes. Identification of the root causes of problems allows companies to correctly and quickly address the primary drivers of problems, and avoid having to address the same problem repeatedly. Fee: \$185

ITEM 9072-8453 N. NAVARRO, MBA CCEC - Bothell, CCI-041
1 Saturday Feb. 28 9:00AM - 4:00PM

Earned Value Management (.6 CEUs)

See page 16 for course description and details.

Communicating with Impact (.6 CEUs)

Your professional success is largely determined by how well you communicate with co-workers, employees, your boss, and the community. Learn how to analyze and proactively engage your audience with proven approaches to achieve

results, enhance relationships, improve work flow, and express yourself with confidence, assertiveness, and persuasiveness. Course covers techniques for active listening, speaking, presenting, and writing. Participants will implement an interpersonal communication action plan for workplace success and career advancement. Fee: \$195

ITEM 9072-8453 LLAZAROFF CCEC - Everett, 109
2 Tuesdays Feb. 17 - Feb. 24 6:00 - 9:00PM

Financial Intelligence for Non-Financial Managers (.5 CEUs)

See page 9 for course description and details.

Understanding Budgets (.9 CEUs)

See page 9 for course description and details.

Team Collaboration (.6 CEUs)

See page 18 for course description and details.

Managing Priorities and Time (.6 CEUs)

See page 18 for course description and details.

Proactive Planning and Problem-Solving (.6 CEUs)

See page 18 for course description and details.

Presentation Skills Essentials (1.2 CEUs)

See page 9 for course description and details.

WANT TO UPGRADE YOUR PRESENTATION SKILLS?



Attend our Presentation Skills Essentials course.

Instructor, Michael Buschmohle will lead you through this 12 hour course that includes topics such as:

- Presenting with Confidence
- Writing Speeches and more!

See page 9 to learn more about this class and the instructor.



PROJECT MANAGEMENT CERTIFICATE

High-demand skills. Highly respected program.

- Work-ready skills taught by project management professionals
- Classes count toward PMP® and CAPM® certifications
- Curriculum based off newest PBMOK® Guide
- Everett Community College is a PMI Registered Education Provider

Certificate requires completion of 99 required and elective course hours:

REQUIRED CORE COURSES (84 hours)	HOURS
Project Management Essentials	15
Project Planning and Scheduling Techniques	15
Project Execution and Control	15
Project Team Management	15
Microsoft Project for Project Managers	15
Project Management Capstone	9

ELECTIVE COURSES (15 hours)

For currently offered elective courses view our website.

ATTEND A FREE INFORMATION SESSION

Wednesday, December 3, 6:00 - 7:30PM, Everett
 Tuesday, December 9, 6:00 - 7:30PM, Bothell
 Wednesday, March 11, 6:00 - 7:30PM, Bothell
 Wednesday, March 18, 6:00 - 7:30PM, Everett

For more information, go to
[www.everetttcc.edu/Project Management](http://www.everetttcc.edu/Project%20Management)

Questions about the program?
 Contact Customer Service at (425) 267-0150



The PMI Registered Education Provider logo is a registered service and collective mark of the Project Management Institute, Inc.

Project Management

Project Management Essentials (1.5 CEUs)

Project success doesn't just happen - it requires careful planning and effective management skills. This course will equip you with professional project management tools and techniques that you can put to use at work the next day to get your projects done on time and on budget. Required texts: *The Guide to Project Management Body of Knowledge (PMBOK), 5th Ed.*, Publisher: Project Management Institute, ISBN: 978-1935589679 and Eric Verzuu, *The Fast forward MBA in Project Management, 4th Ed.*, Publisher: Wiley, ISBN: 978-1118073773. Fee: \$355
 ITEM 9862-B453 D. SPAITH, PMP CCEC - Bothell, CCI-041
 5 Thursdays Jan. 8 - Feb. 5 6:00 - 9:00PM
 ITEM 9024-B453 M. MULLIN, PMP CCEC - Everett, T16
 5 Tuesdays Jan. 13 - Feb. 10 6:00 - 9:00PM

Project Planning and Scheduling Techniques (1.5 CEUs)

Bringing your project in on time and on budget begins with effective planning and scheduling. Explore tools and strategies to define a new project or a new phase of an existing project, define initial scope and budget, develop the Project Charter, identify Stakeholders, and develop a Project Management Plan. Class includes hands on project work. Prerequisite: Project Management Essentials. Required texts: Same as PM Essentials course. Fee: \$355
 ITEM 9028-B453 G. HILLS, PMP CCEC - Bothell, CCI-041
 5 Wednesdays Feb. 11 - Mar. 11 6:00 - 9:00PM
 ITEM 9025-B453 G. HILLS, PMP CCEC - Everett, T16
 5 Mondays Feb. 23 - Mar. 23 6:00 - 9:00PM

Project Execution and Control (1.5 CEUs)

Explore tools and processes to monitor and control a project to meet project requirements of time, cost, and quality. Class will include hands-on exercises to develop your skills in executing the work on a project according to the Project Management Plan, including managing people and resources all the way through project closure. Prerequisites: Project Planning and Scheduling Techniques. Required texts: Same as PM Essentials course. Fee: \$355
 ITEM 9026-B453 G. HILLS, PMP CCEC - Everett, T10
 5 Wednesdays Jan. 7 - Feb. 4 6:00 - 9:00PM
 ITEM 9043-B453 D. HILDEBRAND, PMP CCEC - Bothell, TBD
 5 Saturdays Jan. 10 - Feb. 21 9:00AM - 12:00PM
 No class Jan. 17 and Feb. 14.

Project Team Management (1.5 CEUs)

Project success is achieved through individuals working together toward a common goal. Learn basic concepts, interpersonal skills, and tools you need as Project Manager to achieve high project team performance. Understand how to improve communication, motivate, inspire, and manage conflict with techniques you can apply the next day. *I Speak Your Language* text and questionnaire included. Prerequisite: Project Management Essentials or concurrent enrollment. Fee: \$370
 ITEM 8992-B453 E. STEWART, PMP CCEC - Bothell, TBD
 5 Saturdays Jan. 31 - Mar. 7 1:00 - 4:00PM
 No class Feb. 14

Microsoft Project for Project Managers (1.5 CEUs)

This course is designed to help you to use both the beginning and intermediate functionality of Project 2010 as a tool to manage projects. You will learn how to get started with Project; work with both PERT and GANTT charts; create a task list and organize them in a work breakdown structure; set up resources and assign those resources to tasks; format and print your plan and reports; track progress on tasks; import tasks from MS Excel; fine-tune your project; and finalize the project to implement the project plan. You will also create your own personal project of your choice. Prerequisite: Good working knowledge of Windows, Word and Excel highly recommended. This course is based on MS Office Project 2010 Step by Step by Carl Chatfield and Timothy Johnson. This 560-page workbook (\$30 value) is included. Fee: \$385
 ITEM 8928-B453 M. ANNE ALDRICH CCEC - Everett, T26
 3 Saturdays Feb. 7 - Feb. 28 8:00AM - 1:00PM
 No Class February 14.
 ITEM 8909-B453 M. ANNE ALDRICH CCEC - Everett, T26
 5 Thursdays Feb. 26 - Mar. 26 6:00 - 9:00PM

CERTIFICATE PROGRAMS

Meet Your Instructor



Kathleen McHugh
Project Management Instructor

- **Project Requirements Management, pg. 16**
- **Managing Small Projects, pg. 16**

Kathleen McHugh has over 14 years of project management experience. She began her career implementing software for physician offices and then moved on to large scale, hospital IT projects. Kathleen earned her PMP certification in 2007. As a continuing education instructor, she teaches at several Washington State Colleges. In addition to teaching, she works with multiple companies designing project plans and training curriculum. Kathleen attended West Virginia University and obtained her Master Certificate in Project Management from Villanova University. Kathleen lives in Kirkland, WA with her husband and two children.

Project Management Capstone (.9 CEUs)

In classic Roman architecture, a capstone or keystone is the top center of an arch. Without the capstone, the arch is not complete. Capstone is also defined as: "a crowning achievement, culmination or finishing touch". This course will summarize and reinforce the teachings from the rest of the program in a real world simulation. Participants will use all the tools and processes of world class project management taught throughout the EvCC Project Management Program to address and manage scenarios in a real world simulation. Fee: \$205

ITEM 9441-B453	STAFF	CCEC - Everett, 110
3 Mondays	Jan. 12 - Feb. 2	6:00 - 9:00PM
No Class January 19		
ITEM 9440-B453	S. THOMPSON, PMP	CCEC - Bothell, TBD
3 Saturdays	Mar. 14 - Mar. 28	1:00 - 4:00PM

PROJECT MANAGEMENT CERTIFICATE ELECTIVES

Project Requirements Management (.9 CEUs)

Defining and Managing Project Requirements. Inadequate processes for requirements definition and management are a leading cause of project failure. Learn critical concepts, skills and tools a Project Manager needs to gather requirements from project stakeholders. Learn how to successfully define and manage the project scope. You will also learn how to avoid common pitfalls of requirements definition and management. Required text: *Unearthing Business Requirements: Elicitation Tools and Techniques, 2008*, by Rosemary Hosenlopp and Kathleen Hass. Fee: \$205

ITEM 9033-B453	K. MCUGH, PMP	CCEC - Bothell, TBD
3 Saturdays	Feb. 28 - Mar. 14	9:00AM - 12:00PM

Managing Small Projects (.6 CEUs)

Learn Project Management Institute tools, templates and techniques to manage your small projects effectively. Whether you are an experienced project manager, or new to managing small projects, you will learn practical skills that you can put to work immediately. Class focuses on projects that are one to six-months long for a single business unit with up to ten team members. Recommended textbook: Sandra Rowe, *Project Management for Small Projects*, ISBN-13: 978-1567261851 Fee: \$200

ITEM 9086-B453	K. MCUGH, PMP	CCEC - Bothell, TBD
2 Saturdays	Jan. 10 - Jan. 24	1:00 - 4:00PM

No class Jan. 17

High Performance Management Essentials (1.5 CEUs)

See page 12 for course description and details.

Introduction to Performance Excellence (1.5 CEUs)

See page 12 for course description and details.

Financial Intelligence for Non-Financial Managers (1.5 CEUs)

See page 9 for course description and details.

Earned Value Management (.6 CEUs)

Earned value management provides Project Managers and stakeholders an extremely useful tool to monitor project progress and indicate when corrective actions are necessary. Learn important concepts, skills and tools a Project Manager needs to implement earned value management. Learn how to successfully plan the project earned value structure, monitor project performance using earned value techniques and more accurately predict final project cost and schedule performance. Required textbook can be purchased at the EvCC bookstore Quentin W. Fleming & Joel Koppelman, *Earned Value Project Management, 3rd Edition*, ISBN 978-1930699892. Fee: \$175

ITEM 9038-B453	S. THOMPSON, PMP	CCEC - Bothell, TBD
2 Saturdays	Mar. 21 - Mar. 28	9:00AM - 12:00PM

Project Risk Management Essentials (.9 CEUs)

All projects involve risk. Learning and understanding basic Project Risk Management can lessen risk exposure, reduce costs and improve project outcomes. Aligned with the PMBOK, this course gives students an in-depth look at the process of identifying and applying risk management principles and techniques to projects. Students will learn to quantify risks and create risk response strategies to deliver projects that meet stakeholder expectations. Emphasis is placed upon techniques that are widely applicable in project management environments. Prerequisite: PM Essentials course. Fee: \$205

ITEM 9039-B453	K. MCUGH, PMP	CCEC - Everett, 239
3 Thursdays	Feb. 12 - Feb. 26	6:00 - 9:00PM

BACHELOR OF ARTS IN MANAGEMENT (BAM)

Customizable education programs that lead toward a

Bachelor of Arts in Management – Organizational Excellence Degree
through a partnership between EvCC and City University of Seattle**JUMP START YOUR CAREER**

- Courses are designed for the busy adult
- Receive up to 45 college credits for previous documented industry trainings and other classes
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**CHOOSE PROFESSIONAL CERTIFICATES
TO APPLY TOWARDS YOUR DEGREE**

- Project Management
- High Performance Management
- Human Resources Management
- Manufacturing Operations Management
- Lean Six Sigma

Get started now! Attend an information session:

November 17, Noon – 12:30 or 5:30 – 6pm at 18345 Campus Way NE, Bothell

December 15, Noon – 12:30 or 5:30 – 6pm at 2333 Seaway Blvd, Everett

Questions? Email SkillForce@everetttcc.edu or www.EverettCC.edu/BAM**Meet Your Instructor****Brenda Frost, SPHR***Human Resources Instructor***• Team Collaboration, pg. 18**

Brenda Frost has over 20 years organizational development and human resources experience with a diverse set of companies, including Alaska Air, Washington Mutual, Oberto, and Premera Blue Cross. Her experience includes leadership development; virtual team management; human resources generalist; including employee relations, compliance and staffing; program management; and internal consulting.

Brenda has her Bachelor's of Arts degree from the University of Washington, where she was part of their beginning evening degree program, with an emphasis on Organizational Culture & Ethnicity and Communications. She is a lifelong learner, non-profit volunteer, and enjoys being active in the beautiful Pacific Northwest.

Estimation Essentials (1.5 CEUs)

Build your estimation toolkit with exposure to the primary methods for cost estimation needed in development including parametric estimation, activity-based costing, life cycle estimation, and probabilistic modeling. Estimation methods are placed in context of a Work Breakdown Structure and program schedules, while explaining the entire estimation process. Common trouble areas in cost estimation will be discussed including behavioral influences that can impact the quality of cost estimates. Prerequisites: Project Management Essentials. Required texts: See Website. Fee: \$355

ITEM 9371-8453 D. HILDEBRAND, PMP CCEC - Everett, 110
5 Mondays Feb. 23 - Mar. 23 6:00 - 9:00PM

**Proactive Planning and
Problem-Solving (.6 CEUs)***See page 18 for course description and details.***Presentation Skills Essentials (1.2 CEUs)***See page 9 for course description and details.***PMP Certification Exam Prep (2.1 CEUs)**

To earn your Project Management Professional (PMP)* credential, you need to meet the experience and education requirements, and pass the PMP® examination set by the Project Management Institute. Regardless of how advanced your project management experience or education might be, you should still prepare vigorously for the exam. Successful PMP candidates typically use multiple study aids, including courses, self-study and study groups. Required Prerequisite: PM Essentials and full knowledge of the application requirements for the exam. Recommended Prerequisites: Project Planning and Scheduling Techniques and Project Execution and Control. Visit www.pmi.org for more information about the PMP® examination and application. Fee: \$750

ITEM 9041-8453 S. THOMPSON, PMP CCEC - Bothell, CCT-041
7 Tuesdays Feb. 10 - Mar. 24 6:00 - 9:00PM

Understanding Budgets (.9 CEUs)*See page 9 for course description and details.***Communicating with Impact (.6 CEUs)***See page 14 for course description and details.***Team Collaboration (.6 CEUs)***See page 18 for course description and details.***Managing Priorities and Time (.6 CEUs)***See page 18 for course description and details.*

PERSONAL AND PROFESSIONAL EXCELLENCE

Managing Priorities and Time (.6 CEUs)

What do high performing employees do to achieve work and personal goals under the pressure of competing priorities and time constraints? Learn how to define your development path, set and prioritize personal and professional goals, manage stress, and utilize time management tools and techniques to dramatically improve your efficiency. Participants will implement a personal action plan for workplace success and career advancement. Fee: \$195

ITEM 8966-B453 C. LINDSTROM CCEC - Bothell, CCI-047
2 Wednesdays Jan. 21 - Jan. 28 6:00 - 9:00PM

Communicating with Impact (.6 CEUs)

See page 14 for course description and details.

Team Collaboration (.6 CEUs)

Learn and employ the principles of successful teamwork and high performance teams. Learn attributes of successful team members and leaders and how to address common obstacles to success, including communication, poor performing team members, interpersonal challenges, and lack of focus on results. Participants will implement a teamwork action plan for workplace success and career advancement. Fee: \$195

ITEM 8973-B453 B. FROST,SPHR CCEC - Everett, 109
2 Wednesdays Feb. 4 - Feb. 11 6:00 - 9:00PM

Proactive Planning and Problem-Solving (.6 CEUs)

Do you feel like you are always reacting to the situations around you? Stressed about too much work, too many 'fires to put out,' communication issues, or lack of support from others? Learn to identify problems through recognition and analysis of their root causes, not just their symptoms which are often easier to see. Develop a future focus to anticipate rather than be surprised by issues. Understand, analyze and recommend solutions to your work processes and systems. Participants will implement a process improvement action plan for workplace success and career advancement. Fee: \$195

ITEM 9074-B453 C. LINDSTROM CCEC - Bothell, CC2-358
2 Thursdays Feb. 19 - Feb. 26 6:00 - 9:00PM

COMPUTERS & TECHNOLOGY

Computer Basics & Desktop Application

Welcome to Computers:

Using Windows 7 (.6 CEUs)

Get to know Windows 7 basics – even if you have limited or no computer experience. Explore the Windows 7 environment and general computer concepts. Learn multitasking techniques; how to create and save files; how files, folders, and drives are organized; plus how to create, organize, and manage folders. Discover Windows 7 accessories, common tools and programs available and how to customize the desktop to suite your needs and add shortcuts. Textbook included (\$20 value). Fee: \$195

ITEM 8907-B453 W. BERKLEY CCEC - Everett, 126
1 Saturday Jan. 10 9:00AM - 4:00PM
ITEM 8961-B453 W. BERKLEY CCEC - Bothell, CCI-211
1 Friday Feb. 13 9:00AM - 4:00PM

Access 2010 Level 1: The Basics (.7 CEUs)

Managing large amounts of complex information is common in today's business environment and, if done properly, can provide any business an edge over the competition. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include getting started with access, working with table data, querying a database, creating advanced queries, generating reports, and customizing the access environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). Fee: \$195

ITEM 8822-B453 C. HANKS CCEC - Bothell, CCI-221
1 Saturday Jan. 10 8:00AM - 5:00PM

Access 2010 Level 2: Beyond the Basics (.7 CEUs)

In this course, you will consider how to maintain data consistency, how to customize database components, improve queries, forms, and reports; and how to share Access data with other applications. Prerequisites: Access 2010 Level 1 or equivalent experience. Textbook included (\$20 value). Fee: \$195

ITEM 8912-B453 C. HANKS CCEC - Bothell, CCI-221
1 Saturday Jan. 31 8:30AM - 4:30PM

Access 2010 Level 3: Advanced Features (.7 CEUs)

Move beyond a simple database and on to a robust, highly functional one. The results will be a joy for users to work and make their jobs much easier. You will learn to work with related tables; create advanced queries, forms and reports; write macros to automate common tasks; and perform general database maintenance. Prerequisites: Access 2010 Level II or equivalent experience. (Textbook included (\$20 value). Fee: \$195

ITEM 8807-B453 C. HANKS CCEC - Bothell, CCI-211
1 Saturday Dec. 13 8:30AM - 4:30PM

Access 2013 Level 1: The Basics (.7 CEUs)

Virtually everyone is affected in some way by the need to manage data, with most workplace roles involving some form of data management. This course is for those who want to explore the fundamentals of Microsoft Access and practice general database design. Topics include getting started with access, working with table data, querying a database, creating advanced queries, generating reports, and customizing the access environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse and good working knowledge of Word and Excel highly recommended. Textbook included (\$20 value). Fee: \$195

ITEM 8916-B453 C. HANKS CCEC - Everett, 126
1 Friday Feb. 13 8:30AM - 4:30PM

Access 2013 Level 2: Beyond the Basics (.7 CEUs)

This course is designed to build upon your experience using Access and basic database management skills such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Topics include: designing a relational database, joining tables, organizing a database for efficiency, sharing data across applications, and advanced reporting. Prerequisites: Access 2010 or 2013 Level 1 or equivalent experience. Textbook included (\$20 value). Fee: \$195

ITEM 8918-B453 C. HANKS CCEC - Everett, 126
1 Friday Feb. 20 8:00AM - 5:00PM

Excel 2010 Level 1:**Spreadsheet Basics (.7 CEUs)**

This class presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel. Topics include creating and modifying a worksheet; performing calculations; formatting a worksheet, including font size and type, number formats, merge cells, and applying formats and styles; developing a workbook; printing workbook contents; and customizing layout. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

**ITEM 8920-B453 S. SAUNDERS CCEC - Bothell, CCI-211
2 Sessions M/W Jan. 26 - Jan. 28 6:00 - 9:30PM**

Excel 2010 Level 2:**Beyond Excel Basics (.7 CEUs)**

You possess the basic skills of Excel and now want to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include organizing worksheets and table data using various techniques, creating and modifying charts, calculations with advanced formulas, analyzing data using PivotTables and PivotCharts, and customization of the workbook in the Excel environment. Prerequisite: Excel 2010 Level 1, or equivalent. Textbook Included (\$20 value). Fee: \$195

**ITEM 8922-B453 S. SAUNDERS CCEC - Bothell, CCI-211
2 Sessions M/W Feb. 9 - Feb. 11 6:00 - 9:30PM**

Excel 2010 Level 3:**Complex Workbooks (.7 CEUs)**

Develop the skills necessary to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, import and export data, and use Excel with the web. Prerequisite: Excel 2010 Level 1 and 2 or equivalent knowledge. Text book included (\$20 value). Fee: \$195

**ITEM 8924-B453 S. SAUNDERS CCEC - Bothell, CCI-211
2 Sessions M/W Mar. 2 - Mar. 4 6:00 - 9:30PM**

Excel 2013 Level 1: Spreadsheet Basics

This introductory course presents the basic concepts of spreadsheets with hands-on practice using Microsoft Excel 2013. Topics include creating and saving a basic worksheet; performing calculations; modifying and

formatting a worksheet, as well as printing and managing workbooks. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8928-B453	C. HANKS	CCEC - Everett, 126
1 Friday	Jan. 9	8:30AM - 4:30PM
ITEM 8926-B453	C. HANKS	CCEC - Bothell, CCI-221
1 Saturday	Feb. 7	8:30AM - 4:30PM

Excel 2013 Level 2: Beyond Excel Basics

This beyond the basics Excel course continues to build on the basic skills taught to better enable you to produce advanced spreadsheets. Discover how easy it is to increase your productivity, streamline repetitive tasks, and enhance the visual effectiveness and appeal of your spreadsheets. Topics include customizing the excel environment; creating advanced formulas, analyzing data with functions and conditional formatting, organizing and analyzing datasets and tables, visualizing data with basic charts, and analyzing data with PivotTables, slicers, and PivotCharts. Prerequisite: Excel 2010 or Excel 2013 Level 1 or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8941-B453	C. HANKS	CCEC - Everett, 126
1 Friday	Jan. 30	8:30AM - 4:30PM
ITEM 8929-B453	C. HANKS	CCEC - Bothell, CCI-221
1 Saturday	Feb. 28	8:30AM - 4:30PM

Excel 2013 Level 3:**Complex Workbooks (.7 CEUs)**

Continue to develop your Excel skills beyond functions, formulas, features and functionality. This course will advance your skill set to enable you to collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, import and export data, and use Excel with the web. Topics include working with multiple worksheets and workbooks simultaneously, sharing and protecting workbooks, automating workbook functionality, applying conditional logic, auditing worksheets, using automated analysis tools, and presenting your data visually. Prerequisite: Excel 2010 or 2013 Level 1 and 2 or equivalent knowledge. Text book included (\$20 value). Fee: \$195

ITEM 8942-B453	C. HANKS	CCEC - Bothell, CCI-221
1 Saturday	Mar. 14	8:00AM - 4:30PM

PowerPoint 2013 Level 1 (.7 CEUs)

Create more effective and engaging presentations by learning the PowerPoint tools that enable you present your message in a more clear, organized, and engaging manner. By learning the topics presented in the PowerPoint level 1 course, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver your message in a manner that will better reach your intended audience. Topics include getting started with PowerPoint, developing a PowerPoint presentation, performing advanced text editing, adding graphical elements to your presentation, modifying objects in your presentation, adding tables to your presentation, adding charts to your presentation, and preparing to deliver your presentation. Prerequisite: Basic proficiency with Windows, keyboard, and mouse. Textbook included (\$20 value). Fee: \$195

ITEM 8950-B453	S. SAUNDERS	CCEC - Bothell, CCI-211
1 Friday	Jan. 23	8:30AM - 4:30PM

Word 2010 Level 1:**Word Processing Basics (.7 CEUs)**

Discover how to produce quality standard business documents using Microsoft Word 2010. Topics include creating and editing a new document; formatting text and paragraphs; adding tables and graphic elements; proofing documents; and page setup and document appearance. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8940-B453	S. SAUNDERS	CCEC - Everett, 126
1 Saturday	Jan. 24	8:30AM - 4:30PM

Word 2010 Level 2:**Beyond Word Basics (.7 CEUs)**

Do you have basic word processing skills and want to know more about the exciting tips and tricks of Microsoft Word? In this course, you will customize tables, charts, and styles; modify pictures; create customized graphic elements; structure content using Quick Parts, automate document creation and common tasks, and perform mail merges. Prerequisite: Word Level 1 or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8943-B453	S. SAUNDERS	CCEC - Everett, 125
1 Saturday	Feb. 21	8:30AM - 4:30PM

COMPUTERS & TECHNOLOGY

Word 2013 Level 1:

Word Processing Basics (.7 CEUs)

Word 2013 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. Topics include: getting started with word, editing a document, formatting text and paragraphs, adding tables, managing lists, inserting graphic objects, controlling page appearance, proofing a document, and customizing the word environment. Prerequisite: Basic proficiency with Windows, keyboard, and mouse or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8946-B453	S. SAUNDERS	CCEC - Everett, 125 Feb. 28
1 Saturday		8:30AM - 4:30PM
ITEM 8944-B453	C. HANKS	CCEC - Bothell, CCT-211 Mar. 6

Word 2013 Level 2:

Beyond Word Basics (.7 CEUs)

This course builds on the topics presented in Word Level 1, which taught participants the skills needed to create a variety of documents. This course provides participants to the skills required to customize tables, charts, and styles and to modify pictures. Course topics include working with tables and charts, customizing formats using styles and themes, using images in a document, creating custom graphic elements, inserting content using quick parts, controlling text flow, using templates, using mail merge, and using macros. Prerequisite: Word 2010 or 2013 Level 1 or equivalent. Textbook included (\$20 value). Fee: \$195

ITEM 8946-B453	C. HANKS	CCEC - Everett, 126 1 Friday
		8:30AM - 4:30PM

OneNote (.7 CEUs)

Learn to create, edit, organize, and enhance notes and also integrate them with other applications using Microsoft OneNote 2010. Target Student: This course is designed for users who take notes and use automated tools to organize and manage the notes. Fee: \$195

ITEM 8933-B453	C. HANKS	CCEC - Bothell, CCT-211 3 Monday
		8:30AM - 4:30PM

SharePoint Foundations 2010:

Level 1 (1.4 CEUs)

In almost every office around the world, people communicate and share ideas to create products and services. This information sharing often requires multiple software and web applications that do not necessarily work together perfectly. In contrast, Windows SharePoint services combines familiar office tools, adds the latest technology, and extends the functionality of applications and the web into a single environment to share information and collaborate with colleagues, no matter where you are or how you access the information. In this course, you will create and edit content in a Windows SharePoint Services team website, and then you will create and manage your own team site. Prerequisite: Windows, file management and browser experience. Textbook included (\$45 value). Fee: \$395

ITEM 8971-B453	C. HANKS	CCEC - Bothell, CCT-211 2 Sessions M/F
		Feb. 2 - Feb. 6 8:30AM - 4:30PM

SharePoint Foundations 2010:

Level 2 (1.4 CEUs)

Learn to manage team sites as a site owner and as a Windows SharePoint Services administrator. You will learn how to manage document libraries, work flow, security, site usage and maintenance. This course is designed for individual contributors or departmental staff in a variety of job roles, such as administrative assistants, functional or operations managers, with basic SharePoint skills, and who have the responsibility for managing SharePoint sites as an enabling technology within their workgroups, not necessarily IT tech professionals. Prerequisite: SharePoint Level 1. We also recommend some familiarity with basic Windows server concepts such as Windows 2003, PowerShell, basic concepts of coding and scripting, and Internet Information Server (IIS). Textbook included (\$45 value). Fee: \$395

ITEM 8972-B453	C. HANKS	CCEC - Bothell, CCT-211 2 Sessions M/F
		Feb. 23 - Feb. 27 8:30AM - 4:30PM



**BUSINESS
INTELLIGENCE
CERTIFICATE**

Make better data-driven business decisions.

- Leverage productive analytical techniques that drive better risk assessments and business potential
- Attend classes at an official Microsoft IT Academy Registered Education Provider

Business Intelligence Implementation Certificate

Certificate requires completion of 84 course hours:

REQUIRED COURSES (84 hours)	HOURS
ETL with Integration Services (SSIS)	24
OLAP Cubes with MS Analysis Server (SSAS)	24
Reporting Queries with SQL and MDX	12
Reporting Application with SSRS	24

ATTEND A FREE INFORMATION SESSION

Monday, January 5, 7:00 - 8:00PM, Bothell

For additional Business Intelligence related certificates visit
www.everettcc.edu/BusinessIntelligence

Questions about the program?
Contact Customer Service at (425) 267-0150 or
learn@everettcc.edu

Database**FREE Information Session:
SQL Server Certificates**

Learn how Everett Community College's Business Intelligence Certificates can advance your career, or help your business get the right information to the right people. Classes focus on Microsoft's BI servers; SQL Server, Integration Server (SSIS), Analysis Server (SSAS), and Reporting Server (SSRS), but subjects are also applicable other vendor's BI software. Get your questions answered, while learning if the Business Intelligence Certificate is right for you.

**ITEM 8945-B453 R. ROOT CCEC - Bothell, CCT-231
1 Monday Jan. 5 7:00 - 8:30PM**

**Business Intelligence Implementation
Certificate (8.4 CEUs)**

The certificate classes focus on Microsoft's BI servers; SQL Server, Integration Server (SSIS), Analysis Server (SSAS), and Reporting Server (SSRS), but subjects are also applicable to other vendor's BI software. In addition, this series of classes is designed to help you prepare for the Microsoft Solution Expert exams; 466 and 467. Enroll in all four courses for a savings of \$105! Fee: \$2295

- ETL with Integration Services
- OLAP Cubes with MS Analysis Server
- Reporting Queries SQL and MDX
- Reporting Applications with SSRS

**ITEM 8999-B453 R. ROOT CCEC - Bothell, CCT-231
21 Sessions 7/TTh Jan. 8 - Mar. 19 5:30 - 9:30PM**

ETL with Integration Services (SSIS) (2.4 CEUs)

When you need to fill a data warehouse with clean and consistent data, Microsoft's Integration Services (SSIS) can save you time and money! In this class you will see how SSIS allows developers and administrators to perform complex ETL operations in a graphic flowchart environment. This powerful tool is a popular choice for companies both large and small. Topics include; Star and Snowflake schemas, Fact and Dimension table designs, Measures and Dimensional attributes, and much more. Prerequisites: SQL Programming Level 2 or equivalent knowledge required and DW Design recommended. Textbook included (\$50 value). Fee: \$685

**ITEM 8997-B453 R. ROOT CCEC - Bothell, CCT-231
6 Sessions 7/TTh Jan. 8 - Jan. 27 5:30 - 9:30PM**

**OLAP Cubes with MS Analysis
Server (SSAS) (2.4 CEUs)**

More and more self-serve reporting software is using OLAP cubes as their data source. That's because OLAP cubes are specially designed to retrieve report data quickly and efficiently. In addition, cube developer can create dimensional models that include hierarchical structures and KPI members that make advanced reporting and charting a breeze. In this class you will learn how Microsoft's Analysis Server (SSAS) allows you to create professional cubes and dimensions. While in class you will learn by doing, as you create several dimensions and cubes in SSAS that exemplify real-world scenarios. Topics include; Data Source Views, Cube and Dimension designs, hierarchies, KPIs, calculated and derived members, cube deployment and partitioning, and much more. Prerequisites: SQL Programming level 2 and DW Design or equivalent knowledge; ETL with SSIS recommended. Textbook included (\$50 value). Fee: \$685

**ITEM 8999-B453 R. ROOT CCEC - Bothell, CCT-231
6 Sessions 7/TTh Jan. 29 - Feb. 17 5:30 - 9:30PM**

**Reporting Queries with SQL
and MDX (1.2 CEUs)**

Learn how to use the two most commonly use reporting languages: SQL and MDX. In this class you will compare the similarities and differences between these two languages and how programming in both can increase your reporting proficiency. This class will challenge you with exercises that will help you solidify what you previously learned creating reports based on both cubes and data warehouses. Topics include how to create and run MDX scripts, MDX functions, Slicing and Dicing the cubes with MDX queries, contrasting MDX to SQL queries and knowing when to use them, as well as other important topics. Prerequisites: SQL Programming Level 2, DW Design, OLAP Cubes with SSAS or equivalent knowledge. Textbook included (\$50 value). Fee: \$345

**ITEM 8991-B453 R. ROOT CCEC - Bothell, CCT-231
3 Sessions 7/TTh Feb. 19 - Feb. 26 5:30 - 9:30PM**

Reporting Application with SSRS (2.4 CEUs)

In this class you will focus on Microsoft's premier web-based reporting software, Reporting Services (SSRS). You will create dozens of reports that will teach you how you can immediately start using this exciting software at your workplace. Topics include using both Business Intelligence Development Studio and Report Builder to create reports, using Table, List and Matrix objects in your reports, integrating data bars and spark lines into your reports, and a number of other items that will have you writing professional reports in no time at all. Prerequisites: SQL Programming Level 2 and Reporting Queries with SQL and MDX. Textbook included (\$50 value). Fee: \$685

**ITEM 8993-B453 R. ROOT CCEC - Bothell, CCT-231
6 Sessions 7/TTh Mar. 3 - Mar. 19 5:30 - 9:30PM**

Graphics & Publishing**WordPress (1.2 CEUs)**

Learn to establish a web presence quickly and easily using WordPress. There are no software or hosting requirements to get started. Just sign up for an account, personalize your profile, and start posting content right away. Learn to add images and videos, formatting, creating custom themes, and attracting readers with social sharing, and more. Fee: \$315

**ITEM 8835-B453 J. AGUILERA CCEC - Bothell, CCT-231
3 Sessions M/W Feb. 18 - Feb. 25 5:30 - 9:30PM**

Network**Network Fundamentals (1.8 CEUs)**

This course is designed to help you perform a complete network installation as well as understand common troubleshooting and maintenance techniques. Learn the necessary information for networking technologies, installation and common network problem areas. Topics also include media access control methods, topologies, cabling, ethernet, Token Ring, ARCnet, TCP/IP protocol, basic network software architecture, servers/protocol drivers, hardware drivers, and computing models. Prerequisite: fundamental understanding of computer concepts and basic Windows skills. Textbook included (\$35 value). Fee: \$450

**ITEM 8836-B453 N. DEVOGEL CCEC - Everett, 109
3 Sessions Th/F/Sa Feb. 26 - Feb. 28 9:00AM - 3:45PM**

COMPUTERS

Programming

FREE Information Session: C#/.NET Programming

Learn about Everett Community College's New C# and ASP.NET Program. In this FREE one hour session, you will have an opportunity to meet your instructors. We will discuss getting started, the program requirements and career opportunities. Get your questions answered, while learning if the C# ASP.NET program is right for you. Registration required. Fee: FREE

ITEM 8813-B453 C. TORKKO CCEC - Bothell, CCI-231
1 Monday Dec. 15 5:30 - 6:30PM

C# Level 1 (2.4 CEUs)

Learn to program using Microsoft's Visual Studio and the C# language. In this class you will learn to use basic programming constructs such as loops, conditionals, and methods to create simple applications. You will see how easy it is to start your programming career using the C# language. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. This course is based on *C# 2010 Joes to Prosp* by Vinay Chopra. This 380-page book (\$30 value) is included. Fee: \$785

ITEM 8810-B453 C. TORKKO CCEC - Bothell, CCI-231
6 Saturdays Jan. 10 - Feb. 28 12:30 - 4:30PM
No Class January 17 and February 14

C# Level 2 (2.4 CEUs)

In this hands-on class you will learn the concepts and implementation of Object Oriented Programming (OOP). This class focuses on the practical use of OOP's three key aspects; Inheritance, Abstraction, and Polymorphism. This class will be taught using Visual Studio 2012, but the concepts learned are applicable to previous version of Visual Studio and C#. Fee: \$785

ITEM 8812-B453 C. TORKKO CCEC - Bothell, CCI-231
6 Saturdays Mar. 7 - Apr. 18 1:00 - 5:00PM
No Class April 4

CERTIFICATION PROGRAMS

Flagging & Traffic Control

Flagging and Traffic Control Certification (.6 CEUs)

This course fulfills the WA State training requirements for certification as a flagger. Course consists of lecture, slide presentation, and mock traffic situations. You will receive a certification card validated for three years. You must be 18 years of age or older. There is a half-hour lunch break and you are encouraged to bring a sack lunch. Pre-registration is required at least three days before class start date; however, it is recommended you register two weeks in advance. Payment is due at the time of registration. Note: We can also arrange a class for your employees at your business or at our training site. Call us for more information at 425-267-0150. Fee: \$59

ITEM 9144-B453	M. FOY	CCEC - Bothell, CCI-021
1 Friday	Jan. 16	9:00AM - 3:30PM
ITEM 9142-B453	M. FOY	CCEC - Everett, 110
1 Saturday	Jan. 24	8:00AM - 2:30PM
ITEM 9145-B453	M. FOY	CCEC - Bothell, CCI-021
1 Saturday	Feb. 21	9:00AM - 3:30PM
ITEM 9901-B453	M. FOY	CCEC - Everett, 110
1 Saturday	Feb. 28	8:00AM - 2:30PM
ITEM 9900-B454	M. FOY	CCEC - Bothell, CCI-021
1 Saturday	Mar. 23	9:00AM - 3:30PM
ITEM 9141-B454	M. FOY	CCEC - Everett, 110
1 Saturday	Mar. 28	8:00AM - 2:30PM
ITEM 9902-B454	M. FOY	CCEC - Everett, 110
1 Friday	Apr. 10	8:00AM - 2:30PM
ITEM 9138-B454	M. FOY	CCEC - Bothell, CCI-021
1 Saturday	Apr. 18	9:00AM - 3:30PM
ITEM 9137-B454	M. FOY	CCEC - Everett, 110
1 Saturday	Apr. 25	8:00AM - 2:30PM

Personal Trainer National Certification

Personal Trainer National Certification (3.6 CEUs)

Become a Certified Personal Trainer. This class prepares you to work with clients one-on-one. Lecture includes anatomy, exercise physiology, nutrition, muscle and skeletal injuries, and health screening. The National Exam is held on the ninth week. You will then participate in a 30-hour internship program where you will have the opportunity to network with employers and get valuable experience applying your skills. You will receive your national certification after "I Know CPR." Fee: \$65

ITEM 9307-B453	I KNOW CPR	CCEC - Everett, 109
1 Wednesday	Jan. 14	6:30 - 8:00PM
ITEM 9306-B453	I KNOW CPR	CCEC - Everett, 109
1 Saturday	Feb. 7	9:30AM - 11:00AM

ITEM 9308-B453	I KNOW CPR	CCEC - Everett, 109
1 Wednesday	Mar. 11	6:30 - 8:00PM

you have successfully completed the National Exam, your internship, and proof of CPR/AED certification. For more information and to order your textbook visit www.wiseducation.com or call 1-888-330-9487. It is recommended you order your textbook early and study the material immediately as this is a challenging course for the novice. You must be 18 years or older. Fee: \$680

ITEM 9310-B453	STAFF	CCEC - Everett, 238
10 Saturdays	Feb. 21 - Apr. 25	11:00AM - 4:00PM

Class meets 11am-1pm at EVC's Corporate & Continuing Education Center and 2pm-4pm at Columbia Athletic Club, 505 128th Street SE, Everett.

CP

American Heart Association Healthcare Provider Online Training and Skills Verification Course

Save time and money by taking a portion of your BLS for the Healthcare Provider course online. After taking the didactic portion of class online and at your own pace, you are eligible to demonstrate healthcare provider CPR skills in this Skills Verification course. To complete the online portion of class go to the American Heart Association (AHA) web site at www.onlineaha.org from any internet-connected device. The course to choose is BLS for Healthcare Providers Online Part One. After successfully completing the online course and passing the online exam, print out your certificate. The certificate must have the American Heart Association burning torch logo and must say American Heart Association Healthcare Provider Online Part One. You must bring your certificate to the Skills Verification course. The cost for the online part is \$22 and paid by credit card to the AHA web site. The AHA fee is in addition to the cost for the Skills Verification course. In class you will successfully demonstrate the healthcare provider skills learned during the online portion of class. Upon successful demonstration of the skills, an American Heart Association Healthcare Provider certification will be issued at the end of class. This is a 60-90 minutes class (depending on attendance) allowing for minimal practice and successful completion of skills. Taught by "I Know CPR." Fee: \$65

ITEM 9307-B453	I KNOW CPR	CCEC - Everett, 109
1 Wednesday	Jan. 14	6:30 - 8:00PM
ITEM 9306-B453	I KNOW CPR	CCEC - Everett, 109
1 Saturday	Feb. 7	9:30AM - 11:00AM

ITEM 9308-B453	I KNOW CPR	CCEC - Everett, 109
1 Wednesday	Mar. 11	6:30 - 8:00PM

HEALTH & FITNESS

Health & Fitness

Weekday Wake-up Fitness Program (3.8 CEUs)

Starting a fitness program is easier than you think! Join us for a variety of fitness training. We'll start the week on Monday with ZUMBA®, a dance fitness class that incorporates Latin and International music and dance movements, creating a dynamic, exhilarating, and effective fitness system. Tuesday we'll work on cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. ZUMBA® will be repeated on Wednesday and cardiovascular training will be repeated on Thursday. This class is perfect for all shapes, sizes, and exercise levels. Class meets at the EvCC Fitness Center; Multipurpose room (FIT 231) Mondays, Wednesdays; Fitness & Weight room (FIT 148) Tuesdays, Thursdays. Fee: \$150
 ITEM #9178-B453 S. TAGG, J. KEY Fitness Center, 231
 38 Sessions Daily Sep. 22 - Dec. 4 6:30 - 7:30AM
 Class will not meet on Jan. 19 and Feb. 16.

Weekday Wake-up Zumba Only (2.2 CEUs)

This course is for those only interested in attending the Zumba portion of the Weekday Wake-up fitness program on Mondays and Wednesdays. Fee: \$75

ITEM #9366-B453 J. KEY Fitness Center, 231
 18 Sessions M/W Jan. 5 - Mar. 11 6:30 - 7:30AM

Weekday Wake-up Cardio Only (2.0 CEUs)

This course is for those only interested in attending the Cardio portions of the Weekday Wake-up fitness program on Tuesdays and Thursdays. Fee: \$75

ITEM #9364-B453 S. TAGG Fitness Center, 148
 20 Sessions T/Th Jan. 6 - Mar. 12 6:30 - 7:30AM

Beginning Yoga (.8 CEUs)

This class is recommended for new yoga students. Join and explore basic yoga postures and concepts including alignment, breathing and relaxation. No matter your experience, age, or body type, come and explore why yoga is for you! Fee: \$125

ITEM #9316-B453 S. WRIGHT CCEC - Everett, 110
 7 Thursdays Jan. 15 - Feb. 26 5:30 - 6:30PM
 ITEM #9316-B453 S. WRIGHT CCEC - Bothell, TBD
 7 Tuesdays Jan. 13 - Feb. 24 6:00 - 7:00PM

Beginning Qigong (.9 CEUs)

Explore the history and general principles of qigong, qigong exercises and techniques, how energy blockages affect your health, and keys to successful healing. This workshop will introduce you to the wonderful and powerful spiritual healing energy of qigong. Fee: \$99
 ITEM #9329-B453 B. GLEISNER CCEC - Everett, 109
 10 Wednesdays Jan. 14 - Mar. 25 6:00 - 7:30PM
 No class Mar. 4.
 All sessions in room: CCEC 109 except Feb. 4 & Feb. 11 in CCEC 218.

Meditation with Tai Chi (1.2 CEUs)

Learn the ancient Chinese martial art practiced for both in defense training and its health benefits. Discover the joy of movement for balance, grace, and patience while gently increasing strength and flexibility. Tai Chi is also a meditation, a healing art, and a martial art. Fee: \$99

ITEM #9328-B453 B. GLEISNER CCEC - Everett, 218
 10 Wednesdays Jan. 14 - Mar. 25 7:30 - 9:00PM
 No class Mar. 4. All sessions in room: CCEC 109 except Feb. 4 & Feb. 11 in CCEC 218.

Circuit Fitness For Seniors (2.4 CEUs)

Circuit fitness develops cardiovascular fitness, muscular endurance, and flexibility through the use of weight machines, treadmills, rowing machines, and exercise bikes. Improve your fitness in minimum time with maximum benefits. Fee: \$79

ITEM #9322-B453 C. GOSTHOL Fitness Center, 148
 16 Sessions 1/Th Jan. 13 - Mar. 5 8:50 - 9:40AM

Cardio Bootcamp (2 CEUs)

Make the commitment to be healthy. Join us and be surrounded by motivated individuals who'll inspire and push you. Circuit training is a form of strength training using high-intensity aerobics. It targets strength building and muscular endurance. All shapes, sizes, and fitness levels welcome. See website for class location. Fee is for one month session. Fee: \$79

ITEM #9244-B453 A. MARTINEZ 7600 Cascade Dr, Everett
 Monday - Friday Jan. 12 - Feb. 27 5:30 - 6:30AM

PERSONAL INTEREST

World Languages and Culture

American Sign Language V (ASL & 222) (5 credits)

Sequence of three courses at the intermediate level focusing on developing ASL fluency, ability to narrate events, make suggestions and requests, talk about and describe activities, family members, etc. and improve on these skills. Self-support, non-tuition class; class cost is \$534; an additional technology fee may also apply. Payment is due at time of registration. Last day for 100% refund is January 9. There is no 50% refund option. PR: ASL & 221 or equivalent. You must register through Enrollment Services for this class. Fee \$534

ITEM #9488-B453 D. BONTRAGER L EvCC Main - IND 103
 LEFORS P
 19 Sessions M/W Jan. 5 - Mar. 16 5:00PM-7:10PM

Chinese Conversation and Culture (1.2 CEUs)

Join us for this introductory course and learn a conversational approach to Mandarin Chinese for business, travel, or social purposes. Our focus will be oral communication (listening and speaking), facilitated through interactive exercises in class. We'll also cover reading and writing basics at the most fundamental level. The importance of culture and protocol is incorporated into each lesson. Required text: *Integrated Chinese Level 1*, ISBN: 979-0-88727-638-5. Fee: \$139

ITEM #9182-B453 W. LIU CCEC - Bothell, TBD
 6 Mondays Jan. 12 - Mar. 2 6:30 - 8:30PM
 No class Jan. 19 and Feb. 16.

French Introduction (1.2 CEUs)

This introductory French class encourages communication in everyday situations. You'll learn basic vocabulary, noun gender, and verb conjugation in the present tense. By the end of the class, participants are able to introduce themselves, describe people and places, count, and ask and answer basic questions. Visit www.everettcc.edu/coursematerial for required textbook information. Fee: \$139

ITEM #9868-B453 C. DVICHESNE CCEC - Bothell, TBD
 6 Sessions Tuesday Jan. 13 - Feb. 17 6:30-8:30PM

See EverettCC.edu/CCEC
 for more exciting
 health and fitness classes.

PERSONAL INTEREST

French Level 1 (1.2 CEUs)

In this beginning French class you will explore this beautiful language in a fun and relaxed atmosphere. By the end of the class you will be able to form simple sentences, make small talk with a friend, order food in a restaurant, identify everyday objects, and understand some of the French customs. Please visit [everettcc.edu/coursematerial](#) for required textbook information. The same textbooks will be used for Levels 1 and 2. Fee: \$139

ITEM 9017-B453 C. DUCHESNE EvCC - Main, WHI, 264
6 Mondays Jan. 5 - Feb. 23 6:00 - 8:00PM

French Level 2 (1.2 CEUs)

In this second level of our beginning French class, you will reinforce your basic knowledge of this beautiful language in a fun and relaxed atmosphere! You will also improve your communication skills. By the end of the class you will be able to maintain a simple conversation about daily routines and events. Prerequisites: French Level 1 or instructor permission. Textbook is the same as Level 1. Fee: \$139

ITEM 9175-B453 C. DUCHESNE EvCC - Main, WHI, 264
6 Wednesdays Jan. 7 - Feb. 11 6:00 - 8:00PM

Italian for Travelers (.8 CEUs)

Taking a trip to Italy and want to learn Italian? It's not enough to fare la valigia (pack your suitcase) and watch Italian language movies before you arrive in Italy. Whether you're sightseeing in such world-famous cities as Florence, Rome, and Venice, on a business trip in Milan, or reuniting with family, this introductory class will give you the confidence and comfort in nearly every situation. Please visit [everettcc.edu/coursematerial](#) for required textbook information. Fee: \$85

ITEM 9186-B451 P. GIORGIO RENTON CEC - Bothell, TBD
4 Tuesdays Feb. 3 - Feb. 24 6:30 - 8:30PM

ITALIAN 1 (ITAL 121) (5 credits)

Beginning course in a sequence of courses to practice functional elements of Italian pronunciation and grammar in the context of practical conversational Italian. Listening, speaking, reading and writing to communicate in a logical, natural and personalized way. Self-support, non-tuition class. Class cost is \$534 which does not include any other fees. Payment is due at time of registration. Last day for 100% refund is January 9. There is no 50% refund option. You must register through Enrollment Services for this class. \$534

9460-B453 BERTOLDI R Online
Jan. 5 - Mar. 18

Italian Level 1 (1.2 CEUs)

Learn the basics of Italian. Lessons and activities include common and useful expressions for everyday life and information about Italian culture. Introduction to basic grammar, verb conjugation, vocabulary and pronunciation are designed to give you immediate speaking ability in Italian. This class is a perfect introduction for someone with no experience in the language or a refresher for those planning a trip to Italy. The instructor holds an M.A. in Italian Studies from UW and has been teaching adult students for over 20 years. Please visit [everettcc.edu/coursematerial](#) for required textbook information. NOTE: Cost of textbook includes one year of access to the text's online Learning Site. Fee: \$139.

ITEM 9167-B453 R. BERTOLDI EvCC - Main, GWH, 168
6 Mondays Jan. 5 - Feb. 23 7:15 - 9:15PM

Italian Level 2 (1.2 CEUs)

In this second course in the series, you will continue to increase vocabulary and build upon the grammatical structures learned in Level 1. You will also increase your understanding of Italian culture. You will communicate in Italian about simple daily activities, including shopping, asking travel-related questions, and making a phone call. Cultural notes will include education, work, and weekends in Italy. Prerequisite: Italian Level 1 or instructor permission. The instructor holds an M.A. in Italian Studies from UW and has been teaching adult students for over 20 years. Please visit [everettcc.edu/coursematerial](#) for required textbook information. NOTE: Cost of textbook includes one year of access to the text's online Learning Site. Fee: \$139

ITEM 9169-B453 R. BERTOLDI EvCC - Main, GWH, 168
6 Mondays Jan. 5 - Feb. 23 5:00 - 7:00PM

Spanish - Introduction (.8 CEUs)

Come and learn the basics of Spanish in a practical and enjoyable way! The lessons and activities in this class will include the most common and useful expressions for everyday life. The introduction to basic grammar, verb conjugation, vocabulary, and pronunciation is designed to give you immediate speaking ability in Spanish. The class would be a perfect introduction or a refresher for those planning a trip to a Spanish-speaking region. Please visit [everettcc.edu/coursematerial](#) for required textbook information. Fee: \$85

ITEM 9876-B451 L. LORANG CEC - Bothell, TBD
6 Thursdays Jan. 15 - Feb. 19 6:30 - 8:30PM

Spanish Level 1 (1.2 CEUs)

Planning to visit a Spanish-speaking country? Let us help you prepare for an enjoyable trip. Join us to explore basic Spanish conversational phrases and vocabulary – how to order food in restaurants, use the transportation system, ask for assistance, and much more! This course will also include a video presentation and information on the diverse people and cultures of Latin America and Spain. No prior knowledge of Spanish is necessary. Please visit [everettcc.edu/coursematerial](#) for required textbook information. The same textbook will be used for Levels 1 and 2. Fee: \$139

ITEM 9172-B453 B. JOHNSON CEC - Everett, 238
6 Wednesdays Feb. 18 - Mar. 25 6:30 - 8:30PM

Spanish Level 2 (1.2 CEUs)

This course is a continuation of Level 1. For those who already speak some Spanish, this class will provide you with additional useful conversational phrases and vocabulary to help make your visit to a Spanish-speaking country more enjoyable. In addition to studying routine phrases to use in restaurants, shops, and offices, you will explore the culture of the country you plan to visit. Required textbook is the same as Level 1. Prerequisites: Spanish Conversation and Culture Level 1 or instructor permission. Fee: \$139

ITEM 9173-B453 B. JOHNSON CEC - Everett, 238
6 Mondays Feb. 23 - Mar. 30 6:30 - 8:30PM

Command Spanish®:

Everyday Spanish Level 1 (1.2 CEUs)

¿Hablas español? Now you're talking! The unique Command Spanish® method of learning practical conversational Spanish will have you saying and comprehending everyday Spanish expressions in no time! With an emphasis on repeating key phrases rather than memorizing rules of grammar, this fun-filled course will allow you to use common phrases of greeting, introduction, and complimenting others; practice giving directions, asking for clarification, making small talk, and much more. You'll also explore many interesting aspects of the Latino culture including the Hispanic family structure, Hispanic surname system, gestures, and body language. Textbook and CDs included in the fee (\$34 value). No prior knowledge of Spanish necessary. Fee: \$169

ITEM 9170-B453 V. MARTIN EvCC - Main, GWH, 266
6 Saturdays Jan. 10 - Feb. 14 10:00AM - 12:00PM

PERSONAL INTEREST

Visual, Creative Arts & Music

Intermediate Drawing (.1.2 CEUs)

Drawing is the foundation of the visual arts! This class will strengthen your ability to express your creativity and take your drawing skills to the next level as we focus on shading, portraits and perspective. You'll learn specific techniques using line and contour, shape and form, light and shadow, space and depth, proportion and perspective. Principles of composition will also be covered. Please visit everettcc.edu/coursematerial for required material information.

Fee: \$169

ITEM 9094-B453	C. COLLINS FREEMAN	CCEC - Everett, TBD
5 Saturdays	Feb. 3 - Mar. 10	10:00AM - 12:00PM
No class Jan. 24		
ITEM 9324-B453	C. COLLINS FREEMAN	CCEC - Bothell, TBD

6 Tuesdays Feb. 3 - Mar. 10 6:30 - 8:30PM

Watercolors & Ink Sketchbooking as a Visual Journal of Your Life

This course is for both the beginning and the seasoned artist who want to explore how to create illustrated journals using both words and drawings to explore their world. We will learn how to get into the habit of making art a daily practice by filling up sketchbooks with our every day experiences. Discover the joy of exploring your life by keeping a sketchbook as a visual journal! Please visit everettcc.edu/coursematerial for required material information. Fee: \$169

ITEM 9280-B453	C. COLLINS FREEMAN	CCEC - Everett, TBD
5 Saturdays	Jan. 10 - Feb. 14	1:00 - 3:00PM
No class Jan. 24		
ITEM 9279-B453	C. COLLINS FREEMAN	CCEC - Bothell, TBD

6 Thursdays Feb. 5 - Mar. 12 6:30 - 8:30PM

Ready, Set, Sew:

Basic-Advanced Sewing Techniques (.1.2 CEUs)

Discover the basics or explore advance technique in how to use a sewing machine, understand sewing vocabulary, use a retail paper pattern or learn how to make your own and find how various sewing notions will make sewing easier. The atmosphere is fun and flexible. Recommendation: Bring your own sewing machine and sewing supplies. Register early class limit is 6. Fee: \$160

ITEM 9209-B453	K. ERICKSON	Offsite
4 Saturdays	Feb. 21 - Mar. 21	10:00AM - 1:00PM
No Class Feb. 28. Class meets at Grew Washington at 3013 Colby Ave in Everett		
ITEM 9209-B453	E. WOOD	CCEC - Everett, 218

6 Saturdays Jan. 10 - Feb. 28 9:00 - 10:00AM



Everett Chorale

Love to sing? If you are looking for an outlet for your passion, this is the program for you! Enjoy learning a variety of choral music and have the opportunity to perform for our community through concerts and outreach performances. Previous choral singing is recommended and an informal audition is required. The 90 voice Everett Chorale performs at the Everett Performing Arts Center. The rehearsal location is at Our Savior's Lutheran Church, 215 Mukilteo Blvd. Special performance dress is required. Deadline for 100% refund is 10 days after the first rehearsal. There is no 50% refund. Course cost includes a \$5 registration fee which is non-refundable. For more information visit everettchorale.org. Fee: \$50

ITEM 9294-B453	STAFF	Offsite
12 Sessions M/Su	Jan. 5 - Mar. 30	7:00 - 9:30PM

Kirkland Arts Center

Everett Community College's Corporate & Continuing Education Center (EvCC CCEC) is a partner with the Kirkland Arts Center (KAC). KAC's mission is to promote artistic mastery and public participation in the visual arts through innovative classes, contemporary exhibitions, and events. KAC offers classes for toddlers, youth, teens, and adults year round. Classes are available weekdays, both daytime and evening, as well as weekends. Topics include but are not limited to Art History, Ceramics, Digital Media, Drawing, Glass, Painting, Printmaking, Watercolor, and many more. To view classes visit kirklandartscenter.org

If you are interested in these courses through KAC and are also interested in earning clock hours, you must register with EvCC CCEC as well as KAC.

Guitar For Adults & Teen Level 1 (.8 CEUs)

Play the acoustic guitar! You'll be introduced to the most common chords used in many popular songs. You'll also discover how to make chord changes called progressions, use basic strumming patterns, and tune your guitar. No prior music experience is necessary. Although you will need to bring an acoustic guitar to class, these skills also apply to the electric guitar. Appropriate for ages 13 and older. Fee: \$99

ITEM 9293-B453	E. WOOD	CCEC - Everett, 218
6 Saturdays	Jan. 10 - Feb. 28	9:00 - 10:00AM
No class Jan. 17 and Feb. 14.		

EvCC-Main • 2000 Tower Street, Everett

Bothell • 18345 Campus Way NE, Bothell

Personal Business, Finance, & Investment

How To Start A Business (.3 CEUs)

You've thought about it, now make it happen. Learn the step-by-step process of getting started. Topics include types of business ownership; your federal, state, county, and city tax and licensing obligations; copyrights, trademarks, and trade name. We will also discuss how to set priorities to accomplish personal and business goals and much more. Fee: \$69

ITEM 9097-B453	M. O'DELL	CCEC - Everett, 109
1 Thursday	Mar. 19	6:00 - 9:00PM

Rejuvenate Your Retirement™ (.4 CEUs)

This unique and comprehensive course focuses on the issues and financial concepts that are important to retirees. In straightforward language, we'll explain financial strategies such as tax-efficient income planning, lifestyle preservation, inflation protection and providing a legacy. Since money is only one aspect of post-retirement planning this course also includes fun and fulfilling activities such as travel, hobbies, sports, crafts, socializing, business ventures and lifelong learning, to help you make the most of your retirement years. Includes a 143-page illustrated workbook. Couples may attend together for a single registration fee. Class sizes are limited so register today. Fee: \$59

ITEM 9192-B453	S. BAILEY	CCEC - Everett, 116
2 Thursdays	Jan. 29 - Feb. 5	9:30 - 11:30AM
ITEM 9193-B453		
ITEM 9193-B453	S. BAILEY	CCEC - Everett, 116

2 Tuesdays Feb. 3 - Feb. 10 1:00 - 3:00PM

Create a Website for Fun, Profit and Business (.5 CEUs)

No programming required! Discover easy-to-use, drag & drop design tools that can build your personal or business website in 60 minutes. Covers social media marketing, how to optimize your site for smart phones and the tips and traps of website design. Plus how to create money generating Affiliate websites. Taught by a multi award-winning instructor and published author from Seattle. Fee: \$89

ITEM 9098-B453	K. BOYD	CCEC - Everett, TBD
1 Monday	Feb. 2	6:00 - 9:30PM

CCEC-Everett • 2333 Seaway Blvd, Everett

PERSONAL INTEREST

eBay 1: The Basics of Selling (.3 CEUs)

Whether you simply want to clear the closet, desire additional part-time income or a serious eBay business, this class is your foundation. Learn how to set up an eBay Seller account, create successful eBay listings, upload pictures and accept credit card payments with PayPal. Included are selling "Tips, Tricks and the Traps" to avoid. Covers how to determine shipping costs, where to get FREE shipping supplies, how to print shipping labels from your home computer and get FREE home pickup. This is an official eBay University class taught by multi-award winning eBay Instructor and published author from Seattle. Fee: \$69

ITEM 9196-B453 K. BOYD CCEC - Everett, TBD
1 Tuesday Feb. 3 6:00 - 9:00PM

Personal Growth & Development

Is it a Real Work at Home Job or Scam? (.3 CEUs)

If you need extra ways to supplement your income but can't figure out what is legitimate, then this class is for you! The first half of this class focuses heavily on the marketing trick of scammers. You'll learn how to track emails, trace IP addresses and research companies, giving you confidence to recognize scammers from legitimate work. The second part of the class will provide you with over 170 resources on how to make extra income (besides selling your life on eBay), as well as over 140 legitimate companies that hire at-home workers. Basic internet and email skills required. Course fee includes \$25 book with listings. Fee: \$59

ITEM 9199-B453 B. Mooradian CCEC - Everett, 110
1 Thursday Jan. 29 6:30 - 8:30PM

Become a Mystery Shopper (.3 CEUs)

Yes, there is such a thing as a free lunch! Companies hire people to make observations on their stores and employees. They need the information to train workers and improve customer service, and the result is that you get to earn money while you shop and eat! Learn who is hiring, what companies expect, writing a great evaluation, tax reporting, common scams, and how to get started. Class cost includes workbook (\$25 value). Fee: \$59.

ITEM 9199-B453 B. Mooradian CCEC - Everett, 239
1 Wednesday Feb. 4 6:30 - 8:30PM

Introduction to Energy Medicine and Self-Healing



When energy becomes stagnant or blocked we develop physical, emotional, and spiritual symptoms. Subtle energy healing methods have been part of every culture throughout human history. Modern medical advances are mind-blowing and they are often not enough for full healing and wellness. In fact, the "placebo effect" is your body's self-healing energy at its magical best. Most exciting - you can learn to use it for your own body! This 4-hour experiential workshop gives you self-healing tools from Eden Energy Medicine, Reiki, and Marie Manucehrini's energy intuitive work. Fee: \$79

ITEM 9388-B453 S. FRANKLIN, P.Psy/P. PATTEN CCEC - Everett, 110
1 Saturday Mar. 14 10:00AM - 2:00PM

Introduction to SoulCollage® (.3 CEUs)

Unleash your inner creativity and wisdom by simply cutting out magazine images, gluing them down on a card and giving them voice! You make your own deck of cards - each collage card representing one aspect of your personality or soul. Joyfully deepen your understanding of the relationships between your personality parts, you and your family/community/world, and you and your dreams, symbols, and spirit. You will be intrigued and delighted by your discoveries and insights during this make-and-take workshop. Check out soulcollage.com for more information. All materials included (\$10 value). Fee: \$59

ITEM 9362-B453 S. WEST CCEC - Everett, 116
1 Saturday Jan. 24 9:00AM - 12:00PM

Occupy Cancer:

A Radical New View (.4 CEUs)



Living with cancer and opening new doorways to really living your life to its fullest is what this program is all about. What if you found out that fear & fighting actually inhibit your body's ability to heal itself? What if you knew there was a better way? How do people "heal"? Find out in this 4-hr experiential workshop. Topics include: Your Story; Fear & Immune Function; Energy & Physics; Meanings, Messages, Self-Healing; Wellness & disease; 9 approaches to healing; and The Now, Love & Freedom. Fee: \$79

ITEM 9190-B453 S. FRANKLIN, P.Psy CCEC - Bothell, CCI-021
1 Saturday Feb. 7 12:00PM - 4:00PM

Intuitive Adventure Tour (.4 CEUs)

Learn what science reveals about the power of the mind and our connections beyond the material. We'll explore the gifts and challenges of intuition, how you already use intuition everyday, and how to build your intuitive muscle. You will identify your primary "sense," learn exercises for developing your intuition, and practice intuitive readings. Fee: \$79

ITEM 9183-B453 S. FRANKLIN, P.Psy, CCEC - Bothell, CCI-021
P. PATTEN

1 Saturday Jan. 24 10:00AM - 2:00PM

Using Crystals to Enhance Your Life (.3 CEUs)

Crystals can be beneficial in your daily life. Crystals have unique and individual qualities that can be used in order to provide balance, protection, health and other positive attributes. Come enjoy an informative class that will describe some common crystals, how to use and program them, how to use them with your chakras and learn other interesting information related to crystals. Fee: \$59

ITEM 9326-B453 S. KONGIRA CCEC - Everett, 218
1 Saturday Jan. 24 1:00 - 4:00PM

World War II - Pacific Perspective

Explore World War II in the Pacific. The struggle over tiny islands scattered across the vast Pacific Ocean as the US Marine Corps instituted its bloody island hopping campaign. Track the fall of the Philippines and General MacArthur's vow to return. Engage in the complex aircraft carrier battles as Admiral Nimitz directs his vast naval battle group towards the Japanese Home Islands. Discuss the vast cultural economic and political differences between the United States and the imperial empire of Japan. Fee: \$120

ITEM 9092-B453 R. EVANS CCEC - Everett, 117
6 Fridays Jan. 9 - Feb. 20 6:00 - 8:00PM

Astronomy:

Exploring the Night Sky (1.2 CEUs)

Learn about the stars and the planets and the stories behind their discoveries. Explore the solar system and beyond in a multidisciplinary look at Astronomy. We will discuss what the night sky has to teach us. Course includes an optional stargazing field trip. Fee: \$145

ITEM 9206-B453 R. EVANS CCEC - Bothell, TBD
6 Tuesdays Jan. 27 - Mar. 3 7:00 - 9:00PM

An Introduction to Voice Overs:**Getting Started in Voice Acting (.2 CEUs)**

Do you often find yourself listening to your favorite audiobook, commercial or cartoon character and thinking, "I could do that"? This fun and empowering workshop covers the different types of voiceovers and what tools are needed in order to find success in the industry. Taught by a professional voice actor from Voice Acting Training Company, Voices For All. Fee: \$69
 ITEM 9240-B453 V. FOR ALL EvCC - Main, WHI, 365
 1 Friday Feb. 6 6:00 - 8:00PM
 ITEM 9096-B453 V. FOR ALL CCEC - Bothell, CCI-041
 1 Saturday Feb. 7 10:00AM - 12:00PM

Introduction to the Path of The Tarot (.4 CEUS)

The tarot is a deck of 78 picture cards that has been used for centuries to reveal hidden truths. Join us for a fun journey of self-discovery. The hidden paths of knowledge unfold as you learn about its messages and symbolism. Understanding the key concepts, and knowing how to read and interpret the tarot, can provide insight and guidance to your life. Bring your tarot deck. Fee: \$59

ITEM 9223-B453 S. KONGIRA CCEC - Everett, 218
 1 Saturday Feb. 21 12:00 - 4:00PM

Art History. Instructor's work has appeared in National Geographic publications. Please visit everettcc.edu/coursematerial for required textbook. Fee: \$139

ITEM 9187-B453 R. STAHL CCEC - Everett, 239
 4 Tuesdays Jan. 13 - Feb. 3 7:00 - 9:00PM

Photographic Seeing In Black & White - Intermediate

This is a course for digital DSLR and digital mirrorless camera users. Learn how to see and compose with shades of gray and to use light to create gradations of tone and value. Black & White photography emphasizes the relationship between visual elements in a scene. Also covered will be methods for converting color digital files to monochrome. A tripod is required. Taught by Robert Stahl, MA in Art History. Instructor's work has appeared in National Geographic publications. Required text: *The Tao of Photography* by S.I. Shapiro & Philippe Gross (ISBN 1 - 58008 - 190 - 0). Course fee does not include text. Fee: \$139

ITEM 9188-B453 R. STAHL CCEC - Everett, 110
 4 Sessions Jan. 15 - Feb. 5 7:00 - 9:00PM
 Class Includes 2 Sunday morning field trips: January 18 & 25.

Lightroom for Photographers (1.2 CEUs) 

Learn how to use Adobe Photoshop Lightroom, a powerful, professional-grade image management and enhancement tool that can furrow the brows of new users trying to learn it on their own. For serious amateurs and professional photographers alike, strong Lightroom skills can dramatically improve both your happiness level and your images. Bring your laptop and download the free trial of Lightroom, to learn how it is used best. Fee: \$199

ITEM 9176-B453 J. AGUILERA CCEC - Bothell, TBD
 4 Fridays Jan. 30 - Feb. 20 5:30 - 8:30PM

Macro Photography (.8 CEUS) 

Take your close up photography to a whole new level. Color, contrast, composition, and light are photographic elements that interrelate in no better harmony than macro photography. You don't need fancy equipment, lighting or technical proficiency to capture the beauty in ordinary objects. Learn techniques on how to focus in smaller areas such as nails, flowers and textures and the use of filters and composition for the available light. Class includes lecture and hands-on shooting opportunities out in the field; tripod required. Fee: \$139

ITEM 9231-B453 J. AGUILERA CCEC - Bothell, TBD
 4 Saturdays Jan. 24 - Feb. 14 9:00AM - Noon

Creative Writing**Guilty Pleasures – An Enticing Writing Exploration**

Join us for a sweet day of writing. Explore what motivates your day-to-day decisions—how you spend your time—tasks and pastimes. Discover secrets you're keeping from yourself—deepest satisfactions. Bring something to eat that you often deny yourself. Fee: \$79

ITEM 9266-B453 A. HUFF CCEC - Everett, 109
 1 Saturday Feb. 7 10:00AM - 2:00PM

Character Development in Writing (1.0 CEUS)

Fee: \$89
 Item 9269-B453 A. HUFF ONLINE

Commas To Content: Edit Your Own Writing (1.0 CEUs)

Fee: \$89
 Item 9277-B453 A. HUFF ONLINE

Creating A Selling Novel (1.0 CEUS)

Fee: \$89
 Item 9275-B453 A. HUFF ONLINE

Do You Want To Be An Editor? (1.0 CEUS)

Fee: \$89
 Item 9274-B453 A. HUFF ONLINE

Freelance Writing (1.0 CEUS)

Fee: \$89
 Item 9271-B453 A. HUFF ONLINE

Plot, Theme, Setting, and Dialogue, for Fiction (1.0 CEUS)

Fee: \$89
 Item 9272-B453 A. HUFF ONLINE

Sell Your Nonfiction Book (1.0 CEUS)

Fee: \$89
 Item 9276-B453 A. HUFF ONLINE

Write About Your Life (1.0 CEUS)

Fee: \$89
 Item 9273-B453 A. HUFF ONLINE

Writing For Children (1.0 CEUS)

Fee: \$89
 Item 9268-B453 A. HUFF ONLINE

HOW TO REGISTER

Classes fill up quickly. Register now to secure your spot. Registration confirmations will be emailed within 48 hours of your request. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.



ONLINE: www.EverettCC.edu/CCEC (Visa/MasterCard/Discover) 24/7



PHONE: 425.267.0150 (Visa/MasterCard/Discover) Monday-Thursday 7am-6:30pm, Friday 7am-5pm and Saturday 7:30am-4pm.
Please be prepared to give all information included on the mail-in form below.



FAX: 425.259.8299 (Visa/MasterCard/Discover or company purchase order only.)
Complete the mail-in registration form below. Transmit form and payment.



MAIL: Complete the mail-in registration form below. Include payment for the exact amount of tuition.
See mailing address instructions below.



IN PERSON: Register at least one week in advance of class start date. You may register at the Corporate & Continuing Education Center located at 2333 Seaway Blvd., Everett, WA 98203 Monday - Thursday 7am - 6:30pm, Friday 7am - 5pm and Saturday 7:30am - 4pm.

LEGEND

Item #	Date	Day	Time	Location
9864-8234	May 7 - Jun. 11	6 Tuesdays	4:00-8:00PM	CCEC-Everett - Rm 123



CORPORATE & CONTINUING EDUCATION CENTER REGISTRATION FORM

USE ONLY FOR CLASSES OFFERED THROUGH CORPORATE & CONTINUING EDUCATION CENTER.

Registration for:

**WINTER
2015**

Name: _____ First _____ Middle _____ Last _____

E-mail Address: _____

Mailing Address: _____ Street: _____ (_____) - _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Birthdate: Month: _____ Day: _____ Year: _____ Female Male

Student ID# _____ SS# _____ Please check this box if you decide not to provide your Social Security Number. For information regarding why EvCC is asking for your SS# visit <http://tinyURL.com/EvCCSSNumber> or call 425-267-0150.

Item Number	Quarter Code	Course Title

Student Signature: _____ Date: _____

METHOD OF PAYMENT: Check or money order Credit Card payment: Visa MasterCard Discover

Card number: _____ *V-Code: _____

Name on card: _____ Exp. date: _____

Signature: _____

* The V-code is the 3 digit number located on the back of your credit card and is required to process your request.

REGISTRATION CONFIRMATION If you register at the Parks Student Union Building on the main EvCC campus call the Corporate & Continuing Education Center office to receive your Registration Confirmation and any additional information you may need prior to the class start date. Registration confirmations are not guaranteed to arrive via mail. If you do not receive confirmation three days prior to your workshop, please call us at 425-267-0150.

A	
A & P Test Preparation	
Written Knowledge	6
Airframe	6
General Knowledge	6
Powerplant	6
Accounting	9
Access 2010	18
Access 2013	18
American Sign Language	23
Astronomy	26
Aviation Ground School	
Private Pilot	5
B	
Bookkeeping	9
Budgets	9, 11
Business Intelligence	21
C	
CF	22
CATIA v5	7, 8
Cardio Bootcamp	23
Certificate	10, 11, 12, 13, 14, 15, 21
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Communications	9, 14
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CPR	22
Crystals	26
D	
Desktop Application	18
Drawing	25
E	
eBay 1	26
Electronics & Troubleshooting	
Basic & Intermediate	6
Estimation	17
Everett Chorale	25
ETL with Integration Services	21
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Excel 2013	19
F	
Finance	9, 11, 12
Flagging & Traffic Control	22
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G	
Graphics & Publishing	21
Guitar	25
H	
Health & Fitness	23
High Performance Management	12
Human Resources	10
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Information Session	6, 10, 12, 13, 15, 20, 21, 22
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IPC-A-610DE CIS	5
IPC J-STD-001	5
Italian	24
K	
Kirkland Arts Center	25
L	
Lean Six Sigma Green Belt	12, 13, 14
M	
Management	10, 12, 16, 17, 18
Manufacturing Operations Management	7
Inventory Management Essentials	7
Principals of Operations Planning	7
Mystery Shopper	26
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Network Fundamentals	6, 21
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OLAP Cubes with MS Analysis Server	21
Online Learning	8
P	
Personal Growth & Development	26
Personal Trainer National Certification	22
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Powerpoint	19
Presentation Skills	9, 14
Professional	14, 17, 18
Professional Development	16
Programming	22
Project Management	15, 16, 17
Q	
Qigong	23
Quickbooks	9
R	
Recruitment & Retention	11
Reporting Application with SSRS	21
Reporting Queries with SQL and MDX	21
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Root Cause Analysis	14
S	
Safety & Security	11
Self Healing	26
Sewing	25
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Soldering	5
SoulCollege	26
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Tai Chi	23
Tarot	27
Traffic Control	22
V	
Voice Overs	27
W	
Watercolor	25
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Welcome to Computers	18
Wire & Cable Harness Assembly	5
Word 2010	19
Word 2013	20
WordPress	21
Work at Home	26
World War II	26
Writing	27
Y	
Yoga	23

SATISFACTION GUARANTEED

If you are not completely satisfied with one of our workshops or were not able to attend due to an emergent situation, you may repeat it (one time, tuition-free, for up to one year, as long as there is space available and the course is still offered). Valid picture identification required. Call Corporate & Continuing Education Center at 425-267-0150 for information. (Online and credit-bearing courses are excluded from this policy.)

OUR REFUND POLICY

Cancellations or changes to your schedule need to be made at least 4 business days prior to first class session to receive a refund. Classes not meeting minimum enrollment will be canceled and refunded 100%. Allow 30 days to process refunds. Any exceptions to this policy are listed in the applicable course descriptions. See also "Satisfaction Guaranteed" policy above.

CANCELLATIONS

Classes not meeting minimum enrollment will be canceled. The College will attempt to notify students 3 days prior to the class start date if a class is being canceled.

ACCREDITATION

Everett Community College is accredited by the Northwest Commission on Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

CEUs AND CLOCK HOURS

The Everett Community College Corporate & Continuing Education Center is approved by the Office of the Superintendent of Public Instruction (OSPI) to offer academic clock hours and complies with the Continuing Education Program Approval Standards. Additionally, Continuing Education Units (CEUs) are also available.

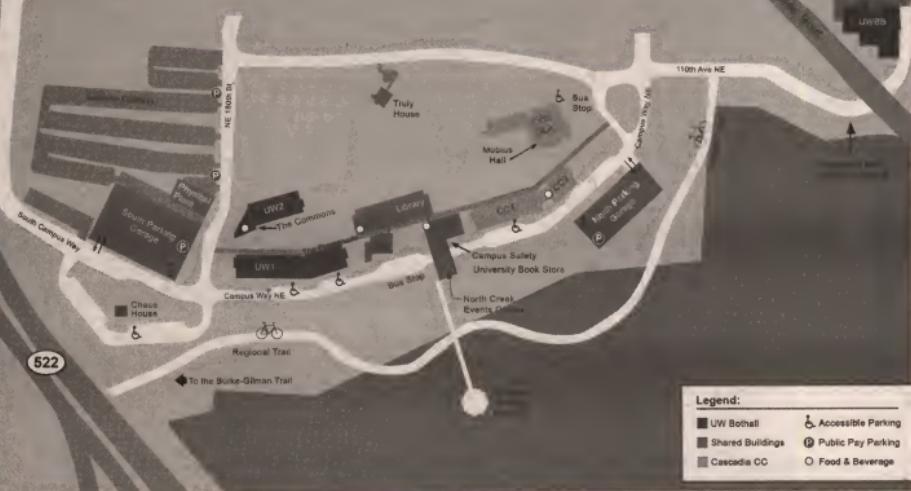
Bothell (Cascadia College) Campus Maps

CAMPUS MAP

UNIVERSITY of WASHINGTON &
CASCADIA COMMUNITY COLLEGE
BOTHELL, WA 98011



← SR 522
Campus Entrance



Directions to Bothell VIA SR-522

From SR 522 Northbound: In Seattle, SR 522 is Lake City Way. North of Seattle, it passes through downtown Bothell. For South access, please use the directions for SR-522 Eastbound. At the intersection where SR 522 crosses SR 527, continue straight into downtown Bothell on Main Street. On the other side of downtown Bothell, Main Street becomes Beardslee Boulevard. Continue east on Beardslee Boulevard for 1/2 mile. The entrance to campus is on the right.

From SR-522 Westbound: Take SR-522 West towards Bothell, after passing under the I-405 Interchange, stay to the right. At the first traffic light, turn right onto South Campus Way.

From SR-522 Eastbound: Take SR-522 East (Bothell Way NE) towards Bothell. At traffic light (SR-527/SR-522 and Main Street) bear right heading eastbound onto SR-522, continue through traffic light at Kayser Way. At next stoplight, turn left onto South Campus Way.

Directions to Bothell VIA I-405 AND I-5

From I-405 Northbound: Take I-405 North towards Bothell, take exit 23B (SR 522 West), stay right onto South Campus Way.

From I-5 / I-405 Southbound: From Interstate 5, take Exit 182 (I-405 South), follow I-405 South towards Bothell, take the Beardslee/195th exit (Exit 24) and continue to the stoplight at the end of the exit ramp. Turn west onto Beardslee Boulevard (a right turn from I-405 southbound), and go about 1/4 mile on Beardslee. The entrance to campus is on the left.

PARKING INFORMATION

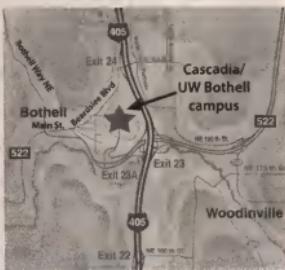
Parking permits for Bothell courses will be emailed to you with your course registration confirmation.

For parking on dates other than indicated on your parking permit please follow posted parking policies at Cascadia College.

**CASCADIA COLLEGE
BOTHELL**

18345 Campus WAY NE
Bothell, WA 98011

**BOTHELL
(CASCADIA CC)**



Everett Community College Campus and Off-site Location Maps



Quick Find

ADMINISTRATION / REGISTRATION	3
BOOKSTORE	3
CASHIER	3
FINANCIAL AID	3
HUMAN RESOURCES	3
LIBRARY / MEDIA CENTER	4
PRESIDENT'S OFFICE	3
UNIVERSITY CENTER	7

Buildings

BAC	BARKER HALL	6
BAC	EARLY LEARNING CENTER	14
FIT	FITNESS CENTER	15
GLA	GLACIER HALL	10
CMH	CAMPUS MAIL HALL	7
IND	INDEX HALL	9
JRC	HENRY R. JACKSON COMMUNITY CENTER	8
LMC	LIBRARY / MEDIA CENTER	4
LBN	LIBERTY HALL	16
MCN	MCKEEON HALL	9
NBI	NIPPON BUSINESS INSTITUTE	1
OCE	OLYMPIA CULTURAL CENTER	3
PSU	PARKS STUDENT UNION	5
RAI	RAINER HALL	2
SHE	SCHWABAN HALL	13
WHS	WHITEHORN HALL	12

Parking*

DISABILITY PARKING
PERMIT PARKING
VISITOR PARKING

*METERS ON CAMPUS ARE ONLY FOR PAYMENT ONLY. PARKING IS PROhibited ON ANY DEDICATED PARK & PAY SYSTEM.

JOH PATERSON AVAILABILITY INSIDE

WHEELCHAIR ACCESSIBLE AREA OUTSIDE

EMERGENCY ASSEMBLY AREA

FOR CAMPUS SAFETY CALL: 425-388-9990



Directions to CCEC - Everett

From I-5 Northbound: Take exit 189 (Mukilteo/Whidbey Island). Once in the exit lane stay to the left and go up and over I-5 onto Hwy 526 West. Proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

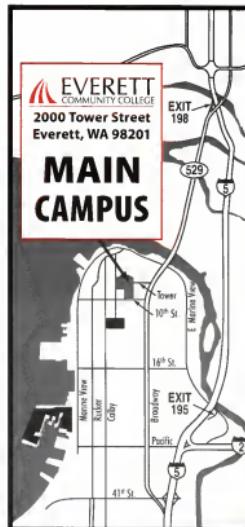
From I-5 Southbound: Take exit 189 (Mukilteo/Whidbey Island) and proceed to the Seaway Blvd. exit. Take Seaway exit (which only heads North). Proceed approx. one mile. CCEC is on the right-hand side of Seaway Blvd.

Directions to Main Campus

From I-5 Northbound: Take Exit 195 and turn left onto E. Marine View Drive. Go one half mile to 16th Street and turn left. Follow 16th Street to Broadway, turn right onto Broadway and continue to Tower Street and turn left. Follow Tower Street two blocks and turn left to the main college entrance and campus parking on your right.

From I-5 Southbound: Take Exit 198 and follow the highway south into Everett to Tower Street and turn right. Follow Tower Street two blocks and turn left to the main college entrance and campus parking to your right.

Everett Community College does not discriminate on the basis of race, religion, creed, color, national origin, sex, sexual orientation, marital status, the presence of any physical, sensory or mental disability, genetic information or status as a disabled or Vietnam era veteran in its program and activities, or employment. The Vice President of Instruction and Student Services has been designated to handle inquiries regarding student-related non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9220. The Vice President of Administrative Services/Human Resources has been designated to handle employment-related inquiries regarding the non-discrimination policies and can be reached at 2000 Tower Street, Everett, WA 98201, or by phone at (425)388-9232.



Off Campus

CCEC-Everett	Corporate & Continuing Education Center
Offsite	Off-site Campus
PFC	Aviation Maintenance Technology School at Paine Field Aviation Complex
CCEC-Monroe	Monroe East County Campus
Bothell	Cascadia College

EvCC-Main • 2000 Tower St., Everett

Bothell • 18345 Campus Way NE, Bothell

CCEC-Everett • 2333 Seaway Blvd., Everett

DATED MATERIAL

E V E R E T T C O M M U N I T Y C O L L E G E

Expect Excellence

Manufacturing Operations Management Certificate



**Enhance the skills required for
success in today's global economy**

Gain a well rounded understanding
of inventory planning and control,
including operations management.

Courses are aligned with
APICS certification exams

See page 7 for course listings.